

CLASSIFIEDS

Maintenance/Janitorial needed for building maintenance, janitorial duties, and yardwork for 3 sites. Must be dependable and punctual. Prior experience and references required. Must have current and valid ODL/DMV record, and be able to pass criminal background check. Send resume to: Otis Clark, CCMH, 6329 NE ML King, Portland, OR 97211.

Child/Family Therapist for outpatient treatment program in north Portland focusing on individual, family and group therapy. Requires MSW or master's degree in related field and multicultural experience. Send resume by 11/28/97 to: S. Roberts, Nickerson Center, 7025 N. Lombard, Portland, OR 97203.

Accounting

Sr. Manufacturing Accountant/Analyst
Rexam Graphics is a multi-billion dollar company with manufacturing and sales worldwide. We are seeking a talented professional to work in our Portland plant, which manufactures inkjet media and other coated paper products primarily for the high tech industry. The position will provide direct assistance to the Controller in all aspects manufacturing accounting including cost, general ledger, financial reporting, variance analysis, budgeting and operational analysis. The successful candidate will be a self-starter, able to manage and complete projects independently, a team player, and have excellent communication skills. Experience in both manufacturing and financial accounting, knowledge of inventory and internal controls and familiarity with information technology is desired. College degree required with CPA, CIA or CMA is a plus. We offer an excellent benefits package. Please send resume including references and salary history to: **Rexam Graphics, Attn: Human Resources Mgr., P.O. Box 3349, Portland, OR 97208-3349. Equal Opportunity Employers.**

Rexam Graphics



Corporate Travel Consultant

Make complete travel arrangements for Columbia Sportswear corporate travelers, customers and prospective employees. Act as back up for Travel Manager. Minimum two years experience as corporate agent. Position requires thorough knowledge of travel, airline and hospital industry. Must possess excellent customer service, interpersonal, verbal/written communications skills and be a team player that thrives in a fast paced corporate HQ environment. Send resume to: Human Resources, Dept. TVL, PO Box 83239, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.

Gov't Foreclosed homes from pennies on \$1. Delinquent Tax, Repo's, REO's Your Area. Toll Free (1) 800-218-9000 Ext. H-7111 for current listings.

Lineman

(4 Positions Available)

The Eugene Water & Electric Board (EWEB) a leader in the public power industry chartered to provide water and electric service to the City of Eugene OR has immediate openings for 4 (four) Journey Lineman. We are seeking qualified candidates with proven skills in the following areas: A minimum of three years as an Apprentice Lineman in addition to six months or equivalent experience as groundman. Completion of a three-year approved Lineman Apprentice or training program. \$24.46/per hour. Valid Driver's License with CDL endorsement. DOT Drug Testing is conditional to a job offer for these positions.

EWEB requires a completed application form for all positions. For information and application packet contact: Eugene Water & Electric Board, P O Box 10148, 500 E 4th Avenue, Eugene OR 97440 Attn: Human Resources or (541) 484-3769 job information line or FAX (541) 334-4608 or e-mail Brenda.Wasson@eweb.or.us. Or visit our web page at www.eweb.org. Position closes on Wednesday, November 26, 1997 5:00 p.m. EWEB values diversity in the work force and is an equal opportunity employer. If you have questions on the above ad please contact me at (541) 484-2411 ext., 3010.

General Accountant

East Multnomah Country industrial facility has an immediate opening for a General Accountant. The position requires an individual with a bachelor's degree in accounting, at least five (5) years working experience in the field, and proficiency in use of MS Office Word & Excel. CMA or CPA or Certification preferred but not required. Excellent salary & fringe benefits. Interested individuals should send a resume post-marked no later than November 28, 1997 to:

Human Resources Manager Reynolds Metals Company 5100 NE Sundial Road Troutdale, OR 97060 An Equal Opportunity/Affirmative Action Employer

Receptionist/Secretary

Receptionist/Secretary for Behavioral Healthcare Organization and EAP office. This is a full-time position with responsibilities including telephone reception, greeting clients and visitors, scheduling clients and visitor, scheduling client appointments for five locations, data entry, word processing and clerical support for administrative and clinical staff.

Experience operating a multi-line phone system required. Excellent judgment and customer service skills required. Ability to handle a high level of detail and 3+ year of experience. Basic knowledge of computer software (MS Office). Bilingual skills are a plus. Please submit resumes to:

CAPEEAP
Human Resources Department
5520 SW Macadam, Suite 200
Portland, OR 97201
Equal Opportunity Employer

Job Opportunity: **CITY OF PORTLAND**
New Job Listings

TECHNICIAN I-ENVIRONMENTAL SPECIALTY: \$2,272 to \$3,044.
Tentative Closing Date: Monday, December 1, 1997.

Open Continuous:

SECRETARIAL CLERK I: \$20,280 at entry to \$24,294 after 1 year.

SECRETARIAL CLERK II: \$21,611 at entry to \$26,166 after 1 year.

CLERICAL SPECIALIST: \$1,856 monthly to \$2,590 after 3 years.

OPENS MONDAY, NOVEMBER 3RD: **See job Announcement for application deadline for **FIRST TEST CONSIDERATION.**

SPECIAL AFFIRMATIVE ACTION RECRUITMENT FOR TALENT BANK

*****FIRE FIGHTER TRAINEE** Deadline for application Nov. 20th.

EMERGENCY COMMUNICATIONS OPERATOR TRAINEE POLICE CORPS PROGRAM (H.S. SR. OR COLLEGE STUDENT INTERNSHIP)

POLICE OFFICER (4 YEAR DEGREE)

CALL 823-3530 OR 823-4160 FOR FURTHER INFORMATION.

For other job listing call (503) 823-4573., TDD (503) 823-3520. Submit completed applications to City Personnel 1400 SW 5th Ave., 10th Fl., Portland, OR 97204. SOME applications are also available by TUESDAY NOON at PCC Cascade Skill Center, NE Workforce Center and NE One Stop Career Center, (NE MLK, Jr. Blvd), and SE Works, (69th & Foster).

The City of Portland is an AA/EEO employer.

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Garlington Center Behavioral Healthcare

"Committed to Solving Problems Our Community Cares About"

Garlington Center offers a full range of mental health services to adults, senior, children, youth and families. Our services are designed to meet the individual, social and cultural needs of our clients. We seek dynamic professionals for the following openings to work in our diverse, multicultural environment:

Child & Family Therapist needed for Preschool Psychiatric Day Treatment Program. Experience in assessment, TX planning, individual & family therapy.

Ref # CH-DTP

Child & Family Therapist needed to provide a range of clinic and community based mental health triage, assessments to children & families. Ref # CH-CFT

Case Manager needed for our residential team Serving CMI clients. Ref #CM-PLAZA

Case Manager needed to provide supportive therapy and a full range of intensive case management services to CMI clients.

Ref #CSS-ICM

Accounting Office Manager general ledger accountant.

Financial Specialist needed duties include research and follow-up of client billing accounts.

Garlington Center Mental Health Center is seeking an experienced Human Resources professional to provide leadership in areas to include: policy implementations, labor relations, EEO, worker's comp, recruiting and staffing, employee communications and training activities. Ideal candidate will have proven success in managing Human Resources elements, strong interpersonal and analytical skills. BA in Human Resources, business management or closely related field or equivalent.

FOR MORE INFORMATION on these and other vacancies, including job descriptions and qualifications, please call our JOB Line at 727-5947. Send/fax cover letter and resume to: **GARLINGTON CENTER, 911 N. Skidmore, Portland, OR 97217, Attn: HR, Fax 249-8740. No Phone calls please.**

Corporate Travel Consultant

Make complete travel arrangements for Columbia Sportswear corporate travelers, customers and prospective employees. Act as back up for Travel Manager. Minimum two years experience as corporate agent. Position requires thorough knowledge of travel, airline and hospital industry. Must possess excellent customer service, interpersonal, verbal/written communications skills and be a team player that thrives in a fast paced corporate HQ environment.

Send resume to: Human Resources, Dept. TVL, PO Box 83239, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.

Attorney

Attorney Oregon Dept of Justice

Attorney vacancy in the Tax & Finance Section of the General Counsel Division in Salem. Salary \$3,146 - \$4,221/mo. DOE. Duties include representing the Oregon State Treasury with respect to bond and banking issues, and various state agencies that have loan programs funded by bond proceeds. Seek candidates w/exp in bond and other forms of finance, banking and loan securization, knowledge of contract law as it applies to financial transaction, debt-creditor law and securities law. Must be OSB member at time of appointment. To apply, call (503) 378-5555 x321, (503) 378-5938. Application deadline 12/19/97. AA/EOE.

SUB- BIDS REQUESTED

Lane County Juvenile Justice Center * Eugene, OR
Bid Package #3 - Foundation Concrete and Underslab. Mechanical and Electrical

Bid Date: December 2, 1997 * 2:00 pm

Drake Construction intends to bid on the concrete portion of Bid Pkg. #3.

Bid Pkg. #3 will be submitted to and opened by the Owner.

Drake/Chambers, A Joint Venture

2295 Coburg Road, Suite 100
Eugene, OR 97401
(541) 687-9445

Fax (541) 687-9451

Drake



DRAKE

CCB# 12542

We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.

**Portland Development Commission
Finance Coordinator
Housing Development Finance Dept.
\$46,940 - \$70,410**

Solicits, originates and underwrites real estate loans and other financing products to owners of large income-producing properties. Financing products include loan programs, city Tax exemption programs, bond financing, and the city's fee waiver program. Analyzes financial feasibility and negotiates financing terms and conditions. Works within self-managed team, sharing responsibility for team performance, decision-making and continuous improvement. Requires: ability to communicate, negotiate, and work in a team setting; ability to solve problems and identify innovative financing solutions to complex financing structures; experience in tax credits and other financing packaging; knowledge of word processing and spreadsheet programs; five years related experience in real estate income property loan origination, processing and underwriting, including four years of income property financing.

Detailed job description and application materials must be picked up at PDC and be returned by 5 pm Friday, November 28, 1997. If outside Portland metro area please call job hotline 503-823-3463 and request a packet.

**Portland Develop Commission
1900 SW 4th Ave, #100
Portland OR 97201**

The Portland Development Commission values diversity in its workplace and is committed to Equal Employment Opportunity and Affirmative Action.

Education

**Head Start/ECEAP
Economic Opportunity
Committee of
Clark County, INC.**

TEACHER - \$10.93/hr. 30 hrs per week. (September through June - beginning immediately.) Requirements: Bachelor's degree in Early Childhood Education or Bachelor's degree in Education with an ECE endorsement or Child Development Associate (CDA) Certificate. 1 year consistent paid experience with groups of children 3-5 years of age in a preschool program including supervision of adults and classroom planning and management.

Applicants must submit cover letter, resume, signed child abuse statement, 3 letters of recommendation, and an EOC application. Obtain application pkg., 9-4 pm, Mon-Fri., EOC of Clark County, 10621 NE Coxley Dr., Suite 207, Vancouver WA. 98662, (360) 896-9912. Application deadline is Tuesday, November 25, 1997

Employment

OREGON DEPARTMENT OF TRANSPORTATION
Oregon Department of Transportation (ODOT), is known throughout the nation as a progressive government agency and as a leader in team development and performance measures. ODOT is responsible for the coordination of transportation programs between and among all governmental organizations within the state. We have immediate opportunities for the following positions:

Transportation Engineer 2 (Structural Design Engineer)
We are seeking experienced engineer for a vacancy in Salem. Will perform the structural design of major complex bridges and incidental structures for a structural design team. Requires registration as a Professional Engineer (PE) and a Bachelor's degree in civil or transportation engineering; OR five years of professional-level experience in the practice of transportation engineering; OR five years of engineering experience and have an FE/ET, FLS/LSIT, PE or PLS. Two of the five years must have been performing professional-level engineering duties. Salary \$3,251 to \$4,444 a month plus benefits. Completed application materials must be received by December 8, 1997. Announcement #OCDDT7534. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Transportation Engineer 2 (Local Agency Program Liaison)
We are seeking a team-oriented experienced individual with strong communication skills for position in Portland. Will administer local government project activities from programming through construction to ensure compliance with state and federal rules and procedures and ensure obligation of program funding; provide specialized engineering to local government agencies and consultant engineering staff regarding engineering and administration of transportation projects; and ensure projects are administered in accordance with state and federal rules, regulations, policies and procedures. Requires Bachelor's degree in civil or transportation related engineering and two years of professional-level experience; or five years of engineering experience and have FE/ET, FLS/LSIT, PE or PLS. Salary \$3,251 to \$4,444 a month plus benefits. Announcement #OCDDT7517. Completed application materials must be received by December 5, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Environmental Program Coordinator 3 (Senior Project Manager)
We are seeking an individual with strong technical and leadership skills for a position in Salem. Will independently initiate project development activities culminating in the publication of environmental impact statements and assessments; provide expert environmental and project development advice and guidance; prepare environmental documents; monitor contracts and construction for compliance with environmental regulations and mitigation measures; and manage and direct consultants under contract. Requires three years of environmental analysis or resource project management experience. One year of which must have included research design and analysis and a Bachelor's degree with 30 quarter or 20 semester hours in an environmental science, a physical science, a natural science, engineering, or a closely related field. Three additional years of environmental analysis or resource project management experience may substitute for the Bachelor's degree. Salary \$2,806 to \$3,837 a month plus benefits. Announcement #OCDDT7491. Completed application materials must be received by November 28, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Governmental Auditor 1 (Motor Carrier Auditor)
We are seeking an experienced individual with strong accounting and auditing skills to be part of a motivated auditing team in Portland. Duties include conducting audits; interpret and apply various laws, rules and regulations. Auditors in this position may be assigned to work in the Fuels Tax, Motor Carrier or Internal/External Audit Programs. An Auditor in this position will be expected to become proficient in one designated area and provide backup and/or assistance in the other areas. Requires a Bachelor's degree in a business-related field such as Business Administration, Public Administration, Finance, Accounting, Economics, Computer Science, etc., and 0-1 years of auditing experience. Salary \$2,330 to \$3,100 a month plus benefits. Announcement #OCDDT7491. Completed application materials must be received by November 28, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

For other ODOT opportunities call our Recruitment JOBLINE at (503) 986-3847.

OREGON STATE POLICE Cadet positions
We are accepting applications for Cadet (seasonal) positions through November 30, 1997. Minimum qualifications: 18 years or older, high school diploma or equivalent, licensed to operate motor vehicle, and no felony convictions. Starting hourly rate is \$8.31 for the first 12 months. Cadet Application form required. To receive an application, call the OSP Jobline at (503) 378-3725, ext. 4131; pick up at any State Police Office; or write OSP Sworn Applicant Processing Section, 498 N. Monmouth Ave., Monmouth, OR 97361. **Applications must be postmarked on or before November 30, 1997.**

OREGON STATE HOSPITAL Certified Nurse Assistant
Position located in Salem. Now accepting applications for temporary CNAs. Experience working with geriatric patients is desired. IMMEDIATE temporary openings are available on the Geriatric wards located in Salem. (full-time up to 6 months). Requires current CNA. Hourly wage is \$9.76. DOE. **Application packets are available 8 am to 5 pm, MF, Oregon State Hospital Employee Relations, Bldg. 29, 2600 Center St. NE, Salem, OR; (503) 945-2815, TTY (503) 945-2996.**

These are just some of the current openings available with the State of Oregon. For additional information, a copy of the State of Oregon Application Form and more complete announcement listings, call the State Jobline (Oregonian Inside Line) (503) 225-5555 #7777, TTY (503) 378-4672, visit our local Employment Department, or log onto our web site at <http://www.dash.state.oregon.gov/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

Metro Washington Park Zoo

Entry - Oregon Project

Phase 2 - All Areas of Work

Pre-Bid Meeting & Site Visit: November 20, 1997 at 10:00 am
All Work Except Elevators - Bids Due: December 4, 1997 at 2:00pm

Elevators - Bids Due: November 24, 1997 at 2:00pm



HOFFMAN CONSTRUCTION COMPANY OF OREGON

Bid Phone: (503) 221-8811 - Bid Fax: (503) 221-8934

1300 SW Sixth Avenue - Portland, OR 97201 - OR CCB #28417

We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.

Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>