

CLASSIFIEDS/BIDS

Sub-Bids Requested for Yeon Addition
 Gresham, Oregon
Bid Date: Dec. 9, 1997 - 2 p.m.

P.O. Box 66100 Portland, Oregon 97290-6100
 (503) 777-5531 Fax (503) 771-2933 - CCB #10723
We are an equal opportunity employer and request sub-bids from minority, women, disadvantaged or emerging small business enterprises.

Sub-Bids and Material Quotes Requested
 SE Water Avenue, SE Caruthers and SE Grand Avenue Street, Storm, Sewer and Water Improvements
Bids to us by 5pm Dec. 15th, 1997 (Bid Date: Dec. 16, 1997)
MOORE EXCAVATION, INC.
 P. O. Box 30569 Portland, Or 97294-3569
 Phone: (503) 408-8115 Fax (503) 408-8119
We are an equal opportunity employer and request sub-bids from disadvantaged, women, and emerging small business enterprises.
 CCB#29397

Sub-Bids Requested
 Oak Springs Fish Hatchery
 Hatchery Addition File No. 9716
 Maupin, Oregon
Bid Date Dec. 17, 1997 Bid Time: 3:00 pm
 Please have bids to Keeton-King on Dec. 16, 1997
KEETON KING CONSTRUCTION
 18159 HWY 126
 Sisters, OR 97759
 Phone: (541) 923-0704 Fax: (541) 923-5502
 CCB #61098
We are an equal opportunity employer and request sub-bids from disadvantaged, Minority, women, Vietnam Era Veterans, disabled Veterans, and Emerging Small Business Enterprises.

Sub-Bids Requested
Street, Storm Sewer & Water - SE Water Avenue & SE Grand Avenue
 City of Portland
Bid Date: December 16, 1997 Bids Time: 2:00 p.m.
COFFMAN EXCAVATION
 P. O. Box 687
 Oregon City, OR 97045
 Phone: (503) 656-7000 Fax: (503) 656-0686
We are an equal opportunity employer and request sub-bids from Disadvantaged, Minority, Women, Vietnam Era Veterans, Disabled Veterans, and Emerging Small Business Enterprises.

Supermarket List
 milk, apples, bread, new career
New Career!?!

If you pride yourself on exceeding sales goals and enjoy a fast-paced environment, consider these full-time positions currently available at our branches located in supermarkets throughout the Portland area.

SALES OFFICERS

Requires 2+ years' retail or sales/business experience, excellent communication skills and the ability to work a varied schedule, including weekends. Must be energetic, professional and customer service-oriented. Experience selling financial services and bilingual Spanish/English are a plus. A college degree is preferred.

We offer a competitive base salary plus an excellent incentive plan. Please fax your resume to (503) 721-5102, or mail it to 2701 N.W. Vaughn St., 2nd Floor, In-Store, Portland, OR 97210. EEO/m/f/d/v. We promote a drug-free workplace.

WELLS FARGO

Engineer 1, Associate (1 vacancy - Public Improvements Assignment) - City of Milwaukie, OR. Salary: \$2,694 to \$3,439 per month, DOQ, with excellent benefits. Looking for civil engineer with training or experience in the design and management of public improvements.
Minimum Requirements: General: Must possess, or be able to obtain by time of hire, a valid area driver's license with out record of suspension or revocation in any State and insurable by City insurance carrier. **Education:** A Bachelor's degree from an accredited university or college in civil engineering, or related field, or any equivalent combination of education and experience. **Training:** Must possess or be able to obtain within six (6) months from date of hire an Engineer in Training Certificate. **Prior Work Experience:** Must have a working knowledge of civil engineering and applicable City rules and regulations, skill in use of personal computer and applicable office and engineering software, skill in cost estimates and design and management of projects preferably related to public improvements, excellent oral and written communications or any combination of demonstrated experience, education and/or training that shows ability to perform assigned work. Application materials include cover letter and City of Milwaukie job application. Application materials must be received by the City of Milwaukie, Human Resources, 10722 SE Main Street, Milwaukie, OR 97222, no later than **4:00 PM, Tuesday, January 6, 1998.** For more information: (503) 786-7507 or TDD # (503) 786-7555 or Fax # (503) 652-4433 Prior to hiring, require satisfactory completion of drug test. All qualified applicants encouraged to apply. EOE.

Mental Health
 Direct Care Positions available in Troutdale/Gresham.
 Working w/disabled adults. No exp. needed.
 Starting wage \$5.95-\$6.80.

*Kaiser Benefits *Paid Trainings
 *Fun Activities *Raises every 6 mons.
 *Room for Advancement

Please call 244-1149.

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UPS MUST DELIVER THOUSANDS OF EXTRA HOLIDAY PACKAGES IN THE NEXT FEW WEEKS.

And they need your help!

If you are enthusiastic & need extra holiday money, help a UPS driver this December.

A Driver Helper ...
 ... makes \$7/hour.
 ... is available 3 - 6 hours per day, on call.
 ... works 2-3 weeks, through December 24.
 ... is at least 18 years of age.
 ... complies with appearance guidelines.

Interview at UPS!
 December 10 or December 12
 between 9 a.m. - 12 noon

(UPS Swan Island, 6707 N Basin Ave--corner of Ensign & Basin OR UPS Tualatin, 10800 SW Manhasset--off Teton Rd)

The State of Opportunity.

Transportation Engineer 2 (Assistant Project Manager)
 We are seeking for team-oriented, experienced individual for position in Portland. Will assist the Project Manager with overseeing 15-20 construction engineering team members who are responsible for ensuring Contractor compliance with terms of transportation construction projects, performing preliminary engineering on future projects and other engineering-related activities. Requires a Bachelor's degree in Civil or Transportation-related Engineering and two years of professional-level experience; or five years of engineering experience and have a FE/EIT, FLS/LSIT, PE or PLS certification/registration. Salary \$3,251 to \$4,444 a month plus benefits. Announcement #OCDD7521. Completed application materials must be received by December 31, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Information Systems Specialist 5 (ATMS Technical Coordinator)
 We have an immediate opening in Portland for an information technology professional to support software/hardware applications to a complex, automated Advanced Traffic Management System (ATMS) computer and communication systems; direct activities of contractor personnel and provide technical leadership/direction for client/server systems deployed in the Region; analyze business requirements, identify appropriate technology solutions and assist in managing system projects; and provide technical consulting and assistance for a complex multi-platform, multi-vendor computing environment system distributed region wide. Salary \$2,992 to \$3,953 a month plus benefits. **Mail your resume to ODOT Recruitment, Attn: OCDD7516, Room 109 Transportation Bldg, Salem, OR 97310.** Resumes must be received by December 29, 1997.

Community Solutions Advocate (Program Technician 2)
 Apply your strategic decision-making skills and serve as the Oregon Department of Transportation's Community Solutions Advocate, working in Salem. You will facilitate decision making by identifying and working with the interests of state and local government, elected officials and private groups. Your decisions can impact the quality of life for Oregonians, working relationships between state agencies and with local governments, and legislative decision-makers. Requires two years of experience with responsibility for program or project monitoring and coordination. The experience must have included program evaluation responsibility. The successful candidate will have: knowledge of dispute resolution systems and processes; experience and/or training in mediation and case development; ability to provide case assessment for disputes involving public policy issues; and knowledge of state government processes. Salary \$2,856 to \$3,830 a month plus excellent benefits. Announcement #OCDD7553. Completed application materials must be received by December 29, 1997. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.**

Associate Transportation Engineer (Assistant Quality Control/Quality Assurance Coordinator)
 We are seeking for a team-oriented, experienced individual with strong communication and analytical skills for position in Portland.

Engineering Specialist 3 (Pavements Field Crew Leader)
 We are seeking experienced engineering specialist for vacancy in Salem. Will provide working supervision for the Pavement Design Field Crew in the collection of data and materials essential to the development of pavement designs; and assist in coordination of activities between office staff and field crew. This position is on a traveling crew requiring extensive statewide travel (3 weeks per month). Requires an Associate's degree in Engineering Technology from a recognized community college or technical school of engineering and four years of experience directly related to engineering, OR five and one-half years (66 months) of sub-professional engineering experience. Successful candidate must be able to acquire a valid CDL license within 6 months of appointment. Salary \$2,306 to \$3,157 a month plus benefits. Announcement #OCDD7536. Completed application materials must be received by January 5, 1998. **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.

DEPARTMENT OF CORRECTIONS Registered Nurses
 ODOC has a national reputation of innovation in health care delivery. We currently have 3 vacancies located in Salem. These positions provide nursing care to inmates in a correctional institution. Requires a valid Oregon registered professional nurse license. Salary \$2,751 to \$3,738 monthly. EXCELLENT RETIREMENT BENEFITS, EXPANSIVE INSURANCE COVERAGE. Job announcement #LE970951 and **State of Oregon Employment application may be obtained through any Oregon Employment Department or call (503) 378-6013 or log onto our web site at: http://www.doc.state.or.us.**

Health Services Manager (Principal Executive Manager C)
 This position is located in Oregon City and manages delivery of health care services to inmates in the Oregon Corrections Intake Center. Requires a valid Oregon registered nurse license and 5 years experience in supervision, staff technical, or professional level work in the delivery of health care, 1 year of supervision and management of a program/unit. Salary \$2,856 to \$4,021 monthly. Excellent benefits. Job announcement #LE971156 and **State of Oregon Employment application may be obtained through any Oregon Employment Department or call (503) 378-6013 or log onto our web site at: http://www.doc.state.or.us.** Recruitment closes December 16, 1997.

Database Analyst (Information Systems Specialist 7)
 This position designs, implements, and maintains database systems for the department. Preference may be given for Oracle experience. Requires 5 years of professional consultative, technical, or administrative experience providing leadership and planning development, coordination, and implementation of information systems. Salary rates are under negotiation. Job announcement #LE971154 and **State of Oregon Employment application may be obtained through any Oregon Employment Department or call (503) 378-6013 or log onto our web site at: http://www.doc.state.or.us.** Recruitment closes December 18, 1997.

Recruitment Manager (Principal Executive Manager D)
 This position located in Salem, develops, and implements strategies, policies, and systems to achieve more effective hiring throughout the department. Requires 6 years experience in supervision, staff technical, or professional level work in program management, 2 years supervision or management of a program/unit. Preference may be given for personnel management experience. Salary \$3,146 to

Portland State University seeks nominations and applications for the position of Head Preservation and Catalog Librarian. This is a 12-month tenure-track position with the rank of Assistant Professor beginning February 1, 1998.

Responsibilities and Duties: Reporting to the Head of the Cataloging Section, the Head of Preservation is responsible for providing leadership in the library's preservation efforts by planning and directing the activities of the Preparations Unit, including the training and supervision of two full time staff members and .5FTE student assistants. Develop policies and procedures on physical processing, binding, book repair and restoration, materials reformatting of print, nonprint and other electronic media, preservation-related signage, book return handling and equipment and supply requests. Promotes materials through presentations and workshops. Chairs a library-wide preservation promotion committee.

Secondary responsibilities: Performs original cataloging in one or more Western European languages and English with the WLN, OCLC and SIRSI bibliographic systems. Uses cataloging knowledge in resolving cataloging problems encountered in materials processing. Expected to serve on Library and University committees, to participate in library instruction and to perform special projects and other related duties as assigned.

Qualifications: Required: Accredited MLS degree; demonstrated interest in the principles and process of preservation and of bibliographic control. Familiarity with current preservation issues and techniques. Good reading knowledge of at least one Western European foreign language. Knowledge of AACR2R, Library of Congress Rule Interpretations, subject headings and clarification, of the MARC, Library of Congress Rule Interpretations, subject heading and classification, of the MARC bibliographic and authority formats and the WLN, OCLC and SIRSI bibliographic systems, of the Windows computer operating environment. Excellent written and oral communication skills. Ability to work effectively with all levels of staff. Ability to meet academic tenure and promotion requirements, and potential to excel in a dynamic and challenging academic library environment. Preferred qualifications: Previous related experience desirable. Second master's degree required for promotion and tenure.

Salary and Benefits: This is a full-time 12 month tenure-track position with a minimum annual 1.0 FTE salary of \$32,000 effective February 1, 1997. Full time benefits include 22 paid vacation days and 12 paid sick leave days per year, a choice of retirement and group health plans, and staff tuition rates, etc.

Application Deadline: Review of applications will begin on January 2, 1997 and position will remain open until filled.

To Apply: Send cover letter, resume, and names, addresses, phone numbers and e-mail address of four reference to: Chair, Head of Preservation and Catalog Librarian Search Committee, Portland State University, P.O. Box 1151, Portland, OR 97207, fax (503) 725-4524. For more info (503) 725-4550.

Portland State University is an urban university located in downtown Portland, Oregon with approximately 15,000 students. Please visit our website at www.pdx.edu for additional information. PSU is an equal opportunity, affirmative action employer committed to diversifying its workforce. Minorities, women and members of other protected groups are encouraged to apply.

Health Services Business Manager (Principal Contributor 1)
 This position is located in Salem and is responsible for all aspects of budget for the health services division of ODOC. Requires 2 years of experience relating to management of an agency wide program and a BA in Public Administration, Education, Human Resources, or a medical field or 3 more years of experience. Salary: \$3,146 to \$4,221 a month. Excellent benefits (Job Announcement #LE971155) and **State of Oregon Employment application may be obtained through any Oregon Employment Department or call (503) 378-6013 or log onto our web site at: http://www.doc.state.or.us.** Screening of applications may begin as early as December 15, 1997. Recruitment closes December 26, 1997.

BOARD OF MEDICAL EXAMINERS Administrative Assistant 60% Part-time
 The Board of Medical Examiners, a licensing and disciplinary board, seeks an experienced, well organized administrative specialist to provide administrative and secretarial support to its diversion program for health professionals. Job is located in Tigard. The successful candidate must have 3 years of clerical/secretarial experience which included two years at a full performance level performing typing, word processing, or other generation of documents, and lead work responsibility or coordination of office procedures. Training may substitute for up to one year of experience. Preference may be given to candidates with some knowledge of addictive disease or experience in working with health professionals. Salary \$1,053 to \$1,397 monthly (equivalent to \$10.13 to \$13.44 per hour) for 60% of full time, with an excellent benefits package. **Call (503) 229-5873 x 225 for application packet.** Job closes December 23, 1997. Visit us on the web at: <http://www.gopher.state.or.us>

Accountant
 If you are a self-motivated team player with great accounting skills, seeking a position that offers variety and growth experience, read on. The Board of Medical Examiners, a licensing and disciplinary board located in Portland, seeks a full-time accountant with supervisory potential to manage its accounting functions and assist with budget preparation. Although presently classified as an Accountant 1, this position is being reallocated to Supervising Accountant on January 1, 1998. Must be able to work independently, and have good computer skills. Salary \$2,586 to \$3,466 a month, effective January 1, 1998. Excellent benefits package. **Call (503) 229-5873 x 225 for application packet.** Job closes December 23, 1997. Contact us on the internet at: <http://www.gopher.state.or.us>

OREGON STATE POLICE Recruit Trooper
 Candidate will enforce State laws (including fish and wildlife), patrol highways, investigate crimes, and will perform other duties as required. Minimum qualifications: you must be a U.S. citizen, 21 years of age or older, licensed to operate a motor vehicle, with a high school diploma or equivalent, with no felony convictions. Applications received or postmarked no later than December 31 will be invited to test in February. Starting pay is \$2,722 a month; benefit package available. **Call the OSP Jobline at (503) 378-3725, ext. 4131, or write Oregon State Police, 498 N. Monmouth Ave., Monmouth, OR 97361.**

DEPARTMENT OF JUSTICE System and Program Supervisor 2
 Support Enforcement Division has one permanent, full-time opening in Salem. Position supervises the mainframe applications section and must have 2 years experience in programming, systems analysis and design or 1 year supervising systems analysts or programmers. Must have strong leadership/management skills. \$3,830-\$5,134 a month. Excellent benefits package. Obtain State of Oregon application (PD 100) and recruiting announcement LE970072 at any **Employment Department office or call (503) 378-5555, x322, TTY (503) 378-5938 in Salem, or internet: http://www.das.state.or.us/jobs/.** Announcement is open continuously. To be considered for this vacancy, your application must be received by January 5, 1998.

These are just a few 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 #777. TTY (503) 378-4672, visit your local Employment Department, or log onto our web site at <http://www.das.state.or.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.