

CLASSIFIEDS

Community Detention Monitor: Field monitor for at-risk youth who have been diverted from secure detention to supervision in the community. Responsibilities include random face to face visits with youth at their home, school and/or place of employment. Ensure that youth are in compliance with their court ordered release. Report on activities to officials of the Juvenile Court. Experience with ethnically diverse populations, good oral/written communication and computer skills, make sound assessments of youth's activities in the community. Education: BA/AA plus 2 years relevant experience or HS/GED plus 4 years relevant experience. Special requirements: Reliable insured vehicle, fluency in Spanish or Asian dialect desired. Salary: \$6.33-\$7.45/hr. plus \$0.29 mileage reimbursement. **Full time 40 hours a week. Must pass an in-depth criminal history check prior to job offer.**

Position closes: February 8, 1998

Resume to:

Mail: Volunteers of America of Oregon, Inc. 537 SE Alder, Portland 97214 Attn: Community Detention Monitoring Program

Equal Opportunity Employer

Columbia Sportswear Company® International Regional Assistant

Join our International Department. Support our European Account Representative in all aspects of order processing from receipt of order through delivery and invoicing. Responsibilities include tracking orders, arranging for shipment of product and documenting exports.

At least 1-2 years' related experience in administrative and office support assignments or equivalent combination of education/experience required. Excellent organizational and communication skills required. Proficient in Excel and Word. Foreign language skills a plus. Send resume to: Human Resources, Dept. REGASST, PO Box 83239, Portland OR 97283, or FAX to: (503) 735-4597. Equal Opportunity Employer.

Director, Housing Development Vancouver Housing Authority

Senior professional position, reports to Executive Director. Responsible for planning, directing, performing all housing development activities. VHA has proven track record with portfolio of owned/managed real estate over \$50 million. Requires proven track record with development & financing, property acquisition, credit & property valuation; excellent written/oral communication skills; knowledge of real estate financing, low income housing tax credits, tax-exempt revenue bonds, etc., and ability to simultaneously plan, organize, and implement multiple projects. Minimum bachelor's degree and 5 years progressively responsible experience or equivalent. Please list salary history in your cover letter. Excellent benefits. Call (360) 694-2501 for application packet. Resume without applications will not be accepted. Submit to Vancouver Housing Authority, 500 Omaha Way, Vancouver, WA 98661 by 5 p.m. Monday March 9, 1998.

EQUAL OPPORTUNITY EMPLOYER

When it comes to keeping Oregon healthy, we couldn't care more.

Since 1941, Regence BlueCross BlueShield of Oregon has relied on the efforts of our exceptional workforce to discover innovative routes to superior health care. Solutions like wellness programs, physician-directed care and assistance to uninsurable Oregonians. Our people understand that while quality often has a price, efficiency and intelligent strategies can keep costs to a minimum. If bettering the quality of life in Oregon sounds like a worthwhile pursuit to you, consider our possibilities:

Customer Service Representatives (Job # 97-237)

As part of our Customer Service Department, you will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claim payments and denials in a professional manner. You must have knowledge of medical terminology, excellent attendance in previous employment, and the ability to prioritize work, type 40 word per minute and work overtime when needed.

Claims Analysts (Job # 233)

You will analyze and enter claim information into our automated claims processing system. You must have a High School diploma or equivalent. Knowledge of medical terminology and ICD9 and CPT IV coding is required. You must be able to demonstrate your attention to detail and ability to perform under pressure while meeting company standards in a team environment. Proficiency with 10-key and typing are a must.

Secretary (Job # 97-185)

You will answer all incoming telephone calls and electronic mail related to graphic arts and printing requests, provide expert customer service to clients of the Reprographics Department, screen jobs for accuracy and completeness, and perform PC and data entry functions as required. To qualify, you must have two years' secretarial experience, a High School diploma, and excellent PC and communication skills.

Secretary I (Job # 289)

You will use your teamwork skills to provide office administration duties and project support to our Actuarial and Underwriting Services Department. You must have secretarial experience and a High School diploma (or equivalent). PC experience with email, Word or AmiPro, and Excel or Lotus 1-2-3 is required. You must also have the ability to type 55 wpm and use office machines.

Healthcare Analyst (Job # 97-341)

You will use your excellent analytical and communication skills to develop, coordinate and execute projects to support Regence's ongoing professional and institutional provider performance activities for both the indemnity and managed care lines of business. Candidates must have at least five years of experience in the health insurance, medical, or pharmaceutical industry. Also, you must have a graduate degree in one of the following areas: Statistics, Economics; Management Science/Operations Research; Social Sciences; or Public Health, Administration, or Nursing with quantitative sciences.

Computer Operations Specialist (Job # 238) Salem Office

Regence BlueCross BlueShield of Oregon and Regence HMO Oregon have an immediate opening for a Computer Operations Specialist in our Information Systems department in Salem. To qualify, you must have PC, JCL and operations experience and knowledge of change control. Effective written and verbal communication skills are necessary, as well as the ability to lift 50 pounds and work rotational shifts. HP operations experience is preferred.

We offer a competitive salary and comprehensive benefits package. Pre-employment drug screening is required and we support a smoke-free work environment. To apply, please indicate job # at the top of your resume or cover letter and submit to: Regence BlueCross BlueShield of Oregon and Regence HMO Oregon, Human Resources, P. O. Box 1271, Portland, OR 97207-1270, TTY # (503) 225-6780. We are strongly committed to equal opportunity in all phases of employment.

Regence BlueCross BlueShield of Oregon HMO Oregon

For more information about career opportunities, call our Job Information Line: (800) 231-1617 or visit our website at www.bcso.com



Advertising/Sales

Are you a results oriented, highly motivated sales professional with a minimum of two years experience selling advertising to local merchants? If so, you owe it to yourself to talk to us! The ideal candidate will have a proven record of one call closing with strong interpersonal, communication, and problem solving skills. We offer a competitive compensation package, excellent benefits, 401K, and more! To see if you've got what it takes to make it with a top notch national company listed on the NY Stock Exchange call M-F between 8 am-6pm EST 1-800-345-1123 or 503-859-2922.

Health & Physical Ed. Director

We are looking for a highly motivated individual who has experience working with diverse youth in a health and athletic setting, and who will plan, organize and initiate programs for boys and girls age 6-18. Responsible for recruitment, volunteer coaches, and referees. Part-time, 25 hours a week, Mon thru Fri. Contact Michael R. Smith

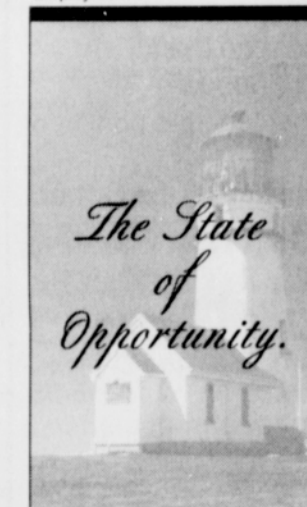
Blazers Boys & Girls Club
5250 NE MLK Blvd.,
282-8480

Deadline: February 2, 1998

Multnomah Education Service District

Job Information Hotline
257-1510
257-1599 TDD
An Equal Opportunity Employer And Drug Free Work Place

Employment



among all governmental organizations within the state. We have an immediate opportunity for the following positions:

Workforce Development Section Manager (Principal Executive/Manager F)

Apply your workforce and organizational development expertise as the Oregon Department of Transportation's Workforce Development Section Manager in Salem, Oregon. You will provide managers with direction and support for their management, workforce development and organizational development decisions. Provide strategic direction to the Department in aligning development activities with future needs; manage the Department's performance management process; and create and lead projects aimed at increasing organizational effectiveness. You will lead and direct a staff of 16 persons with an annual budget of approximately \$1.1 million. Requires 6 years experience in management of professional level work in workforce or organizational development, a Bachelor's degree in Human Resource Development/Management, Organizational Development, or a closely related field may be substituted for up to 3 years of required experience. Salary \$3,830 to \$5,389 a month plus excellent benefits. [Announcement #OC018061]. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by February 19, 1998.

Principal Executive/Manager D (Survey Manager)

We are seeking for team-oriented Professional Land Surveyor for position in Portland. Will provide leadership and manage the Survey Group responsible for gathering topographical and cadastral survey data for the planning, design, construction and monumentation of transportation facilities; preparing and filing survey maps; and ensuring compliance with ORS governing the practice of Professional Land Surveying. Must be a registered PLS and have six years of supervision, staff/technical, or a professional-level work related to Professional Surveying. Salary \$3,146 to \$4,430 a month plus benefits. [Announcement #OC018030]. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by February 17, 1998.

Planner 3 (Senior Land Use Planner)

We are seeking for a team-oriented individual with strong communication and analytical skills for a position serving the Portland Metropolitan Area. Will work with local governments to implement the METRO 2040 Land Use Concept and the Transportation Planning Rule; and provide guidance on matters related to urban growth management, land use, legislative policy, demand management and multi-modal transportation planning. Requires a BS degree in Urban or Regional Planning, Public Administration, Social Science, Civil Engineering, Architecture or a related field and two full years of planning experience with responsibility for complex urban or regional plans or studies involving multiple issues which may have required coordinating the work of other planners; or a Master's degree in Urban or Regional Planning or an equivalent field and one full year of planning experience with responsibility for complex urban or regional plans or studies involving multiple issues which may have required coordinating the work of other planners; or five years of planning experience. Salary \$3,095 to \$4,232/month plus benefits. [Announcement #OC018033]. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by February 17, 1998.

Program Technician 2 (Senior Community Affairs Coordinator)

We are seeking for a highly motivated individual with strong communication skills and a solid public involvement background for a challenging position in Portland. Will formulate and coordinate public involvement strategies; conduct research on public perceptions concerning transportation programs and needs; coordinate public involvement efforts with local jurisdictions; and work with diverse interest groups, businesses and individuals on transportation planning issues. Requires two years of experience with responsibility for program or project monitoring and coordination, which must have included program or project evaluation responsibility. Those who have Public Involvement experience in transportation, environmental or land use, community or neighborhood or business planning which involved

Gleaning Coord - distinguished non-profit seeks experienced & enthusiastic individual to develop well functioning gleaning orgs in cooperation with statewide food bank Network. Req. exp. in community organizing, facilitating, volunteer mgmt. and org. development. Req overnight travel and use of personal vehicle to conduct meeting statewide. Send resume & salary reqs. by 2/24/98 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

Food Resource Developer - distinguished non-profit seeks experienced & enthusiastic individual to identify, solicit and obtain donated food from new resources outside of Willamette Valley. Req degree or 5 years exp. in food industry, sales or marketing, excellent communication skills, ability to analyze and manage records, & good computer skills. Requires overnight travel and use of personal vehicle to conduct calls around state. Send resume & salary reqs. by 2/24/98 to Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer.

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D. Anderson Enterprises, Inc.
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Assistant wanted in busy N.E. Portland Chiropractor's office. Need a caring, enthusiastic addition to our staff. 32 hours/week. Good people skills. Will train. Call today for an application interview at 287-5504 (Teresa).

KICK OFF 1998 WITH THE ULTIMATE PART-TIME JOB

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\$8.50 - 9.50/hour to start

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- » various part-time shifts available
- » must be 18 years or older
- » full benefits for employees & dependents

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4106 North Vancouver Ave, Portland
8 a.m. - 3 p.m.
Monday through Friday

For more information, please call the Workforce Center at 503-288-4370

An Equal Opportunity Employer

In Oregon, opportunity means great benefits, competitive salaries, and a large variety of careers available statewide. Currently, openings exist in the following agencies:

OREGON DEPARTMENT OF TRANSPORTATION (ODOT)

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

working with a variety of public members, local jurisdictions, private interest or business groups are preferred. Salary \$2,856 to \$3,830 a month plus benefits. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by February 17, 1998.

Personnel Officer 2 (Sr. Recruitment Analyst)

We have an immediate need for an experienced human resource professional for a position in Salem. Will provide functional direction, outreach, research and analysis for the Department's recruitment programs, processes and recruitment team members; develop and manage recruitment projects to support the development and integration of the Department's recruitment plans and strategies; provide technical expertise and counsel to managers, employees and potential applicants to recruit a highly qualified and diverse work force. Requires one year of professional-level personnel experience which included employee relations, classification, compensation, recruitment, training, testing, selection, benefits, personnel rules interpretation, or labor relations; AND a Bachelor's degree in Personnel Management, Industrial Relations, Industrial Engineering, Business Administration, Public Administration, or a closely related field or three more years of relevant experience in a Human Resource field. Salary \$2,712 to \$3,642 a month plus benefits. [Announcement #OC018007]. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by February 13, 1998.

Engineering Specialist 3 (CADD Technician)

We are seeking a drafter for position in Salem. Using Computer Aided Drafting and Design (CADD), will design and draw contract plans showing existing features and proposed construction of highways, streets, roads, sewer systems, public utilities and other contingencies for proposed projects. Requires an Associate's degree in Engineering technology from a recognized community college or technical school of engineering and two years of experience directly related to engineering; OR three and one-half years (42 months) of sub-professional engineering experience. A Bachelor's degree in Engineering, Architecture, Geology, Mathematics or Physics may be substituted for the Associate's degree in Engineering. Salary \$2,306 to \$3,157 a month plus benefits. [Announcement #OC018008]. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by February 13, 1998.

Environmental Program Coordinator 1 (Clean Water Program Representative)

We are seeking an individual with strong communication and analytical skills for a position in Salem. Will assist in the implementation of the National Pollutant Discharge Elimination System (NPDES); develop and implement an illicit discharge investigation program, develop and present a water quality maintenance manual and training program; participate in co-permittee meetings; and develop and document experimental water quality research projects. Requires 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 such as sociology, land use planning, economics, and cultural resources; OR three years of technical office, lab or field work experience developing environmental programs. Salary \$2,199 to \$3,010 a month plus benefits. [Announcement #OC018009]. **Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required application packet.** Completed application materials must be received by February 13, 1998.

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

DEPARTMENT OF HUMAN RESOURCES

Oregon Health Division Public Health Educator 2 (Community Based Organizations Coordinator)
This position coordinates community based HIV and other sexually transmitted disease (STD) prevention services to people of color, women, and other populations at increased risk through community based organizations (CBOs), focusing on prevention education to prevent further spread of HIV and other STDs. This position will serve as the primary liaison between CBOs, local health departments, and other organizations working with people of color, women, and other groups at risk of HIV and other STDs. Frequent in-state travel and some evening and weekend work is associated with this position. Preference will be given to applicants with bilingual fluency in Spanish and English. Salary is \$2,561 to \$3,406 monthly. Applicants must have a Bachelor's Degree in a health or education field and three years of public health and disease prevention experience at the local, state, or national level; or a Master's Degree in a health or education field and one year of public health related experience. Closing date is February 18, 1998. **Please call (503) 731-4005 for application materials or visit our website at: <http://www.das.state.or.us/jobs>**

Oregon State Hospital Assistant to Chief Medical Officer (Executive Support Specialist 1)
Oregon State Hospital has an immediate opening for a Assistant to Chief Medical Officer. This position provides direct administration support for the Chief Medical Officer and the OSH Medical Staff. Works independently, must be able to effectively communicate with people and manage multiple priorities. This position is an integral part of the

administration support team in the Superintendent's office. You must have at least three years of secretarial/administrative support experience. Must have computer proficiency. Experience in a medical facility preferred. Salary \$1,757 to \$2,346 monthly plus an excellent benefit package. **For additional information and a detailed job announcement (LE980067) with test questions, please call 945-2815.** Completed applications must be received by January 30, 1998.

DEPARTMENT OF CORRECTIONS Stationary Boiler Operator

There are four Limited Duration positions (funded through August 2000) located in Wilsonville, responsible for the operation and maintenance of a high pressure steam boiler system and auxiliary equipment. Requires two years experience as a boiler operator or completion of an approved boiler operator apprenticeship program. Salary: \$2060-\$2725 mo. Excellent benefits. Job announcement # LE9702938 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 February 3, 1998.

Information Systems Specialist 7 Database Analyst

Located in Salem, designs, implements, and maintains database systems under the lead of the Database Coordinator. Work involves evaluation of complex microcomputer and microcomputer applications to determine the optimal operating efficiency and maximum utilization of computer data resources. Requires five years of professional consultative, technical, and administrative experience providing expert advice and leadership in the planning, development, coordination, and implementation of information systems. Experience must include DB2/400 (COBOL or RPG) and either, at least 30 qtr. credits in computer science or two more years of experience providing a knowledge of information systems theory and principles. Preference may be given to those applicants with Oracle experience. Salary: \$3413-\$4509 mo. Excellent benefits. 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>.** For additional technical information regarding this position, you may Email to dbanalyst.position@doc.state.or.us. Recruitment closes January 30, 1998.

OREGON ECONOMIC DEVELOPMENT Principle Executive Manager E (Policy and Communications Manager)

This successful candidate will serve as a spokesperson for the department and commission for local, national and international media. Will direct and lead the Policy and Communications team of six and oversee the department's policy and communications functions, including legislative research, policy analysis, graphic design, desktop publishing, publication services, web site update, and trade show and conference coordination. The qualified applicant will manage section's biennial budget of \$1,041,679. To qualify, you must have three years of management experience including responsibility for 1) development of long and short-range plans, 2) development of program rules and policies, 3) program evaluation, and 4) budget preparation. Graduate level course in public administration or a related field may substitute for one year of the required experience. Preference will be given to candidates with experience in public policy, public relations and related information services, and legislative, media and policy making boards. Salary \$3,466 to \$4,884 a month. Announcement #E123007. Position is located in Salem, Oregon and closes February 9, 1998. **To apply, send a resume and four references to Economics Development Department, Human Resources Section, Attn: Dennis W. Sparks, 775 Summer Street NE, Salem, OR 97310. PH (503) 986-0097; FAX (503) 581-5115; TTY (503) 986-0123.**

DEPARTMENT ON PUBLIC SAFETY STANDARDS & TRAINING Business Manager (Princ. Exec/Mng D) 27006

The qualified candidate will serve as agency's fiscal analyst and budget manager, will prepare the agency's budget, using ABIS (Automated Budget Information System) and PICS (Personnel Inventory Control System) worksheets. Will reduce the budget to a line item detail within RSTARS accounting system and is a member of collective bargaining team. The successful applicant will also be responsible for capital equipment management, legislative impact statements, legislative tracking, interagency agreements, contract administrator, risk manager, supervises business team and manages federal grant proposals and prepares budget request for E-Board. Qualifications include six years of experience in supervision, technical experts in fiscal analysis, or professional-level work related to fiscal management. This experience must have included at least two years of supervision and management of a program section, or unit which included development of: a) fiscal rules and policies, b) plans, and d) agency budget. Must have knowledge and experience in: SFMS, ABIS, PICS, and RSTARS. Position located in Monmouth. Announcement #: LE987006E. Salary \$3,146 to \$4,430 a month. Position closes February 1, 1998 or until sufficient applications are received. **Contact Jeri Hemmer at (503) 378-2100, ext. 231, for application information.**