

CLASSIFIEDS

Associate Director of Education and Training

Non-profit is recruiting for Associate Director of Education and Training. Position is responsible for program and resource development of education training. Highly desirable is experience in education, counseling and mentoring of at-risk youth. Master's degree in education sought. \$29,000-\$32,000 DOQ. Send cover letter and resume by 2/20/98 to: ECC NW, 2030 NE MLK, Jr., Blvd., Portland, Oregon 97212. No calls please.

City Of West Linn Employment Opportunity Library Assistant I

\$1731-\$2249/mo DOQ Provides general clerical and office support to staff members at the West Linn Public Library. Specific duties may include: assisting with inter-library loans and technical processing of new materials; checking book orders and materials into computer terminals; processing books and magazines for circulation; and working at circulation desk, providing general assistance to library patrons. Must have high school diploma or GED certificate plus 1 year clerical or record keeping work experience. College level liberal arts or literature courses or related training/experience which indicates knowledge of library practices, preferred. Requires use of computer and office machines and ability to communicate orally and in writing. This position will be required to work regularly scheduled weekend hours. Successful candidate must pass a pre-employment drug screen. Application packets are available at West Linn City Hall, 22825 Willamette Drive, West Linn, OR 97068 or call (503) 722-3426 voice mail, (503) 656-4518 TDD. Completed applications must be returned to City Hall by February 23, 1998, 4:30 PM. EEO
http://www.teleport.com/~westlinn

Catlin Gabel School is hiring for the 1998-99 academic year

7th Grade History
8th Grade Science
Choral Music Teacher.
Grades 6-8
Mathematics, Grades 9-12
Diversity Director
Lower School Counselor, part-time

For more information visit our website <http://www.catlin.edu> or send letter & resume to: HR Manager, Catlin Gabel School, 8825 SW Barnes Rd., Portland, OR 97225

Manufacturing Production Workers Manufacturing

Rexam Graphics, a leading manufacturer of electronic imaging materials, has an immediate need for Sheeter/Bundler production workers in its Portland plant. Must possess a minimum of 1-2 years' experience working in a production, manufacturing, industrial, process or mechanical environment. A high school diploma or GED is required. Teamwork and communication skills are essential.

Positions will require repetitive assembly of packaging materials with some bending and lifting (up to 50 lbs.). Must be able to work shift work and overtime when necessary. Starting hourly wage is \$8.495 per hour.

We offer an excellent benefits package, including medical, dental, 401K, and vacation, with excellent opportunities for advancement.

Qualified individuals should send resumes to:

Rexam Graphics, Attn: Human Resource Mgr., P. O. Box 3349, Portland, OR 97208-3349.

Equal Opportunity Employers. **REXAM GRAPHICS**

Drive Hunger Out Of Oregon!

Driver/Warehouse Assistant - energetic, reliable person for pick-up and delivery of product in Portland Metro area, warehouse duties, and assist with special events. Job includes loading/unloading trucks, maintenance of inventory records, and routine truck maintenance. Supervision of volunteer projects. Requires excellent driving record (CDL-B), minimum of 6 months experience driving 24' trucks with air brakes, and proficiency in operating forklifts and other warehouse equipment.

Complete application by 2/18/98 at Oregon Food Bank, 2540 NE Riverside Way, Portland, OR 97211. Equal Opportunity Employer

Executive Assistant: KATU
Television is looking for an Executive Assistant to work with our Senior Vice President/General Manager and Vice President/Station Manager. The Executive Assistant helps prepare, write and format reports, confidential documents and correspondence. They act as a liaison with station management, personnel and others seeking access, meetings or information from the General Manager and Station Manager. Other general duties include arranging travel, answering phones, prioritizing correspondence, writing responses to viewer mail and filing. We're looking for someone with strong writing skills, proficient in Microsoft Word, Excel and PowerPoint, organized detail oriented, accurate and with one to two years of progressive administrative support experience. A bachelor degree in business or a related field is also preferred. Qualified applicants can send a resume and cover letter to: Mindy Davis, KATU, 2153 NE Sandy Blvd., Portland, OR 97232. Equal Opportunity Employer

Radio Advertising Sales:

Minimum 3 years sales exp. Excellent organizational/written/verbal communications skills. Send resume/references to Sales Manager - KGON Radio - 4614 SW Kelly, Portland, OR 97201 - EOE.

Bookkeeper: For Radio stations KGON/KNRK/KFXX. Degreed Accountant a plus. Minimum 2 yrs exp. A/P, A/R. Excel, good people skills. Send resume/references to Business Mgr - 4614 SW Kelly, Portland, OR 97201. EOE.

Washington County

Assistant Veteran's Services Officer (1 Part-time)

(1 Full-time Pending Board of Commissioners' Approval)

\$14.11 - \$17.15/hr

Closes February 20, 1998

Management Analyst 1

(Rental Assistance Team Leader)

\$2,908-\$3,533/mo

Closes February 20, 1998

Mental Health Counselor II

(Substance Abuse)

\$3,208 - \$3,901/mo

Closes February 20, 1998

Shelter Technician 1

(Part-time)

\$10.49 - \$12.75/hr

Closes February 20, 1998

Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required.

Apply To:

Washington County Human Resources Division

155 N. First Avenue, Suite 210

Hillsboro, OR 97124

Women, minorities, and people with disabilities are encouraged to apply.

Recruit Corrections Officer \$2282 to \$3555 Per Month*

Recruit Corrections Officers maintain close security and supervise the activities of inmates at the Clackamas County Jail facility and the state intake facility.

Recruitment Standards: All applicants will be scheduled for a written examination. Must be 21 years of age, or older, at time of appointment; eyesight better than 20/100, correctable to 10/30; normal hearing acuity; valid driver's license; possess a high school diploma or GED; pass background investigation, physical assessment, and psychological examination at County's expense.

*Recruit Co's are hired at entry rate, and eligible for merit increases at six months. May be promoted to Corrections Officer after one year, starting at \$2778 per month, providing performance requirements are met.

COUNTY EMPLOYMENT APPLICATION REQUIRED. Application materials available at Clackamas County Personnel, 900 Main Street, Oregon City, OR 97045 or call (503) 655-8459. Closing date, Tuesday, February 17, 1998, 5:00 p.m. An Equal Opportunity Employer.

Police Officer - \$36,397.23 - \$52,641.98

Corvallis Police Dept seeks problem solvers who are creative, energetic, optimistic, & dedicated to community service. Minimum qualifications: US citizen; 21 or older; 90 qtr or 60 sem hrs college or combination of education & experience; basic computer skills; ability to perform physical requirements of position; respect for diversity. Spanish desirable (2% incentive pay). Women and minorities are encouraged to apply. Contact City of Corvallis Personnel; 501 SW Madison Ave, Corvallis OR 97339 (541) 757-6955 for application packet & job flyer with additional requirements. Deadline: 5 p.m. 2/27/98.

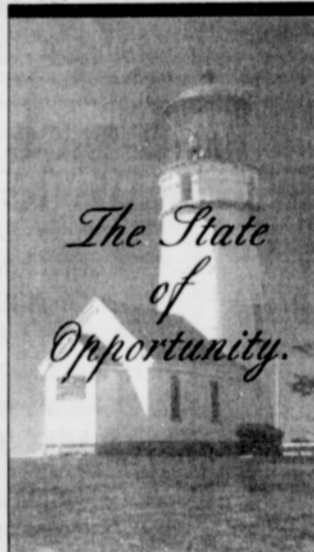
Resumes not accepted in lieu of City application. AA/EOE/INRA/ADA.

ADVERTISE IN

The Portland Observer

CALL (503) 288-0033

Employment



Principal Executive/Manager H (Deputy Director for Transportation Development)

We have an immediate executive level management opportunity for an experienced transportation manager. Headquartered in Salem, this position will provide a leadership role in managing Oregon's comprehensive, long range transportation planning process. This key position will bring together Planning, Policy, Research, Advocacy and Modal functions and integrate these diverse functions into a cohesive, well-defined branch with shared vision and goals to recommend high level, complex transportation policies that impact a variety of local and statewide public and private entities. Position has responsibility for a multi-million-dollar budget with management oversight for approximately 170 employees. Qualified applicants will possess a Bachelor's degree (preferably in Public Administration or related field) and 8-10 years of progressively responsible experience managing multi-faceted programs, including responsibility for personnel management, budget management, and overall program operations. Management experience in transportation issues required. Ideal candidates will have demonstrated skills in building strong relationships with external constituents. Three additional years of management experience may substitute for the Bachelor's degree. Graduate level coursework in management may be substituted for up to one year of the required experience. Excellent benefits accompany a negotiable annual salary around \$78,000. (Announcement Number OODT8011). Contact Doris Reynolds at (503) 986-4365 (TTY 986-3854) for the hearing impaired) to request application packet. Completed application materials must be received by 5:00 p.m. on March 3, 1998. Information is also available via the Internet at worldwide web address <http://www.odot.state.or.us>.

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

OREGON STATE UNIVERSITY Elevator Mechanic, Facilities Services

Must have two years of journey-level elevator mechanic experience and a valid Oregon Elevator Electrician's License. Major duties include inspecting, repairing, modernizing and testing all phases of vertical transportation devices including traction (cable) elevators, hydraulic elevators, hydraulic equipment such as surgical tables, automatic printing presses, wheelchair lifts and automatic doors; implementing a preventive maintenance program for all phases of elevator maintenance including mechanical, hydraulic, electric, and electronic equipment; maintaining maintenance records; fabricating obsolete parts for existing equipment; drawing new electric and electronic circuit diagrams; designing and building test equipment for aid in troubleshooting; and maintaining a detailed elevator failure and service log in conjunction with a controlled inventory of elevator parts. Salary is \$2,657 to \$3,068 monthly. Contact OSU Department of Human Resources, 14th and Jefferson, Corvallis, OR 97331-2131. (541) 737-3103, TTY (800) 735-2900 for application materials. All application materials must be received by closing date of February 27, 1998.

DEPARTMENT OF HUMAN RESOURCES

Oregon Health Division

Program representative 1

(Community Health Insurance Program Coordinator)

The purpose of this position is to provide the daily coordination of the Community Health Insurance Program (CHIP). Duties will include representing program resources and eligibility requirements to care providers and potential clients; accepting and determining the eligibility of program applications; provision of ongoing program services; continued monitoring of client eligibility; make recommendations of program policy and procedure; compile monthly and annual reports of program activities; and coordinate with other private and public agencies providing care to people living with HIV. Applicants must have two years of technical or

Job Openings

Direct Care Positions available in Troutdale/Gresham. Working w/disabled adults. No exp. needed. Starting wage \$6.45-\$7.30.
* Kaiser Benefits *Paid Trainings
*Fun Activities *Raises every 6 months.
*Room for Advancement
Please call 244-1149.

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 uninsured 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 # 218)
You will provide accurate and timely information to our customers regarding benefits, contract administration, eligibility, claim payments and denials. You must have at least one year of experience in customer relations (within the last two years) and knowledge of medical and dental terminology. You must have excellent PC, math and communication skills as well as the ability to type 40 words per minute.

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.

Hospital Audit Coordinator

(Job # 319)
You will coordinate, support, and conduct the activities of Hospital Audit claims review consistent with CQI principles and techniques. You must have a valid Oregon license as a Registered Nurse and be a graduate of an accredited school of nursing or have a BSN with at least 3 years' recent hospital practice.

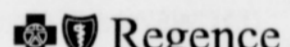
Research Clerk

(Job # 320)
You will provide clerical support for the Customer Service Department to ensure prompt, accurate and timely handling of all inquiries. Qualified candidates will have experience operating an 8-line Rolm switchboard, work well with minimum supervision, and demonstrate the ability to be resourceful, accurate and dependable.

Senior Accountant

(Job # 342)
You will monitor and oversee the general ledger using GAAP. Specifically, you will analyze and prepare journal entries, prepare reports, and ensure the accuracy of the system by reconciliation. You must have a Bachelor's degree in Accounting or Finance and 2 years of experience in financial accounting or as a Junior Accountant.

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.



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.bcbso.com



OREGON ECONOMIC DEVELOPMENT DEPARTMENT

Program Technician 2 (Financial Analyst)

The qualified candidate reviews and makes financial recommendations for loan and grant awards for this position located in Salem. This entails analyzing financial reports, pro forms, and loan applications and documents. This individual must understand municipal credit/financial analysis, public finance programs and private lending as well as review projects to determine their tax-exempt status. This position will also assist in overall cash management of cash flow of all infrastructure programs. To qualify, you must have two years of experience in credit analysis of municipal governments with responsibility for program or loan monitoring including program evaluation. Preference may be given to applicants who have made lead decisions in public lending programs. Salary \$2,815 to \$3,755. Announcement #LE980106. On your application form, be specific in addressing your experience and/or training in areas listed above. Contact Dennis Sparks at (503) 986-0097 for application information. Internet access at <http://www.das.state.oregon.gov/jobs/> Recruitment closes February 17, 1998.

OREGON DEPARTMENT OF CORRECTIONS

Corrections Electronic Security Specialist 2

Located at the Snake River Correctional Institution in Ontario. Ensures that the various electronic, electric and fire detection/alarm systems operate. Provides immediate response in the event of system failure. Requires possession of an Oregon Restricted Entry Technician license and two yrs experience installing and repairing electronic systems. Salary: \$2633-\$3502 mo. Excellent benefits. Job announcement #LE970866A 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.oregon.gov>. Recruitment closes February 26, 1998.

Corrections Plumber

Located at the Snake River Correctional Institution in Ontario. Coordinates, instructs, and directs inmates in installing, maintaining and repairing plumbing systems in the institution. Requires a valid Oregon Plumber's license and one yr journey-level experience. Salary: \$2585-\$3738 mo. Excellent benefits. Job announcement #LE980164 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.oregon.gov>. Recruitment closes February 26, 1998.

Corrections Plant Maintenance Worker

Located at the Snake River Correctional Institution in Ontario. Coordinates, instructs, and directs inmates in the maintenance and repair of the physical plant. Requires three yrs experience with some lead work responsibility. Salary: \$2093-\$2836 mo. Excellent benefits. Job announcement #OC920589K 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.oregon.gov>. Recruitment closes February 26, 1998.

DEPARTMENT ON PUBLIC SAFETY STANDARDS AND TRAINING

Information Systems Specialist 6

Position located in Monmouth. Position serves as agencies system administrator, manages the information systems by providing expert consultation to management, staff and customers. Conducts comprehensive analysis, develops, implements, and coordinates the operations, maintenance, installation and construction of information systems. Develops budget and justifies expenditures before legislature and plans Y2K compliance. The agency works in the AS/400 environment. Must provide LAN support and WAN connections. Qualified candidates will have four years of professional, consultative, technical, or administrative experience designing, constructing or analyzing information systems. Experience must include activities in LAN support and WAN connections and either 30 quarter (20semester) credits in computer science or two more years of experience. Salary is \$3,203 to \$4,231 monthly. Announcement #LE970600. Contact Rona Hodges at (503) 378-2100. Recruitment will stay open until March 1, 1998 or until sufficient applications are received.

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.dashr.state.oregon.gov/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

KICK OFF 1998 WITH THE ULTIMATE PART-TIME JOB UPS IS HIRING!

Rated as the #4 Most Admired Employer in the nation by Fortune Magazine



\$8.50 - 9.50/hour to start

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

DROP BY ... THE NORTHEAST WORKFORCE CENTER, INC. 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