# CLASSIFIEDS

### **Executive Director** Convention and Visitors Bureau Washington County, Oregon

Application deadline,

April 24, 1998 Sales driven organization is seeking Executive Director. Qualifications include Bachelor's degree or equivalent combination of education and management experience. Tourism and Visitor Industry experience preferred. Strong sales and marketing experience, track record in business administration, public administration, public relations in tourism promotion or related fields.

Send four copies of resume, salary history and requirements, and cover letter showing experience in the above qualifications to:

Search Committee

**WCVA** 5075 SW Griffith Drive, Suite 120 Beaverton, OR 97005

Compensation is based on qualifications and experience. Excellent benefits package. CVBWCO is an Equal Opportunity Employer. Woman, minori-

ties and people with disabilities

### **Transition** Coordinator (Family Wraparound Program)

are encouraged to apply.

Self Enhancement, Inc. has an immediate opening for a Transition Coordinator responsible for working with youth between the ages of 12-18 who are gang involved/gang impacted, are on parole or probation, and/or at risk of being committed to or are transitioning from the State Youth Correctional Facility. The Transition Coordinator will maintain a caseload of 2-3 youths and families during a 4-8 week intervention period. This position offers a non-structured 40 hour work week to include some evenings and weekends. Must have a Degree in Social Scierice, Sociology or related field plus a minimum of three (3) years of experience; five (5) years experience directly related to the job duties may be substituted for educational requirement. Must be a self-starter with good organizational skills, have outstanding interpersonal skills and strong ability to motivate others, able to work flexible hours and have a valid driver's license, car insurance and reliable automobile. Excellent benefits and salary including 401(k) retirement plan. For application and job description contact Self Enhancement, Inc. 3920 N. Kerby Ave., Portland, OR 97227 or fax resume to (503) 249-1955. Open until filled.

### CNA OPPORTUNITIES **OREGON STATE** HOSPITAL

Team Approach to Health Care General Adult Child/Adolescent Geropsychiatric



# "PEOPLE HELPING PEOPLE"

Hiring Immediately 42 New Float Pool Positions All Shifts Available: PT & FT Salem and Portland

**Excellent Benefit Package** Competitive Salary Paid Holidays State Paid Retirement Health/Dental Options Inhouse Training and Education

Contact **Employee Relations Department** 2600 Center Street NE Salem, OR 97310 Or call (503) 945-2815

EOE

### Education

Early Head Start Program Administrator-SWWA's leading early childhood education and family services agency seeks Administrator for new Early Head Start program. Duties: developing/managing contracts with Early Head Start partners; establishing/maintaining systems to track, monitor and assure quality of Head Start services; preparing/implementing budgets; and supervising staff. Requirements: BA in ECE or Human Development with ECE endorsement or closely related field; MA preferred. 3 yrs. Administrative/leadership experience in agency serving children 0-3 and their families; excellent communication, partnership-building, planning and contract management skills. Experience in Head Start, Early Head Start or similar program desirable. Successful applicant must be available for employment and travel during the week of May 10 - 15. Initial interviews will be held the week of 4/20. Final interviews will be held 4/28. Starting wage: \$15.93 per hr.

Applicants must submit an EOC application, cover letter, resume, signed child abuse statement, 3 letters of recommendation. Obtain application pkg., 9-4 pm, Mon-Fri., EOC of Clark County, 10621 NE Coxley Dr., Suite 207, Vancouver WA. 98662, (360) 896-9912. Deadline: 4/15/98. EEOC/AA

### Sales

Recognized as #1 in our industry, we have immediate openings for account executives to manage local territories. Excellent opportunity to join a growth company in the dynamic advertising industry. Must have a strong desire to learn, the ability to communicate and the willingness to work hard and deliver results. We offer great benefits, 401K, bonuses & incentives. If you are seeking high earning potential, are self-motivated with a proven success record, call:

### **GETKO Group** 1-800-345-1123

M-F8am-6pm EST

Social Service Lead Family Resource Coordi-

nator-Well established agency seeks self-motivated individual to work with families who have children from birth to three with disabilities and with early intervention service providers. The ideal candidate should possess the following: Organizational skills, excellent oral and written communication skills, experience working with families and community agencies. Knowledge of infants and toddlers with developmental delays, community resources and computer background. Year round position. Starting wage: \$11.15 p/hr.

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 Wednesday, April 15, 1998. Interviews will be held Friday, April 24, 1998. EEOC/AA

# Security Guard

In-house Security Guard needed for NE Portland Liquor Outlet. Salary DOE. Call Robert at 284-3691 Cook

Experienced Cook needed to operate NE Portland soul Food Restaurant.

Salary DOE. Call Robert 284-3691

Housing Program Coordinator: Two or more years in social services or related field (or Bachelor's Degree); two or more years experience in drug and alcohol, mental health or related field. salary Range: \$23K - \$30K. For more information call Cascade AIDS Project at 223-5907 X105. Position closes March 31, 1998 5:00 pm.

### **Packaging Manager**

Growing Vitamin Mfg Co seeking a Pkg Mgrto lead multiple shifts and production lines to achieve quality and volume objectives. This position will require effective communication at all levels, quality mgmt, personnel mgmt/training/development, operations/processes improvement, and strong leadership/ organizational skills.

Applicants must possess the ability to set priorities, problem solve, and build a highly productive team. Min of 5 years experience in pkg or mfg, a 4 year degree or equiv, and proficiency in spreadsheet/database/mainframe apps regd.

Please send resume and salary history to PO Box 13480, Portland, OR 97213, Attn: Shannon. Equal Opportunity Employer.

Counselors: Innovative agency serving children, youth & families in a wide variety of settings seeks motivated, respectful, creative, diverse, and determined people who want to make a difference. Excellent learning & skill development opportunities. Regular, volunteer and substitute positions available. Obtain required application at Janus Youth Programs, 738 NE Davis, Portland. Call job line, 233-6090, ext. 2997, for info on current openings. We value diversity. EEO

### Financial / Office Administrator Wanted

Workers' Organizing Committee seeking full time entry level bookkeeping, database, administrative person. Must be organized, and detail oriented, Bilingual a Plus! Call 284-3856 for an information packet.

# 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:

### 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

### Sr. Printing & Publishing System Engineer

You will lead projects that involve the evaluation, procurement, installation and second level technical support of local and distributed printing platforms (hardware and software), workstations and peripherals for all corporate printing systems (includes subsidiary and remote locations). You must have advanced education or training (such as EDPP) in Computer Science, or a related field, and at least eight years of experience in a data processing related position with technical work in at least one of the following operations, technical services, or electronic printing.

### **Methods & Procedures Analyst**

(Job #561) As part of our Medicare Department, you will ensure timely and accurate implementation of all HCFA and in-house directives, policies and procedures, changes and enhancements with our shared system and statistical analysis software. Requirements include at least five years of work experience, two of which must have been with medical or utilization review. A Bachelor's degree in computer science or the health care field is desirable but can be substituted by equivalent work experience.

#### Supervisor Medical Review/Appeals (Job #562)

As part of our Medicare Department, you will develop and execute the Medicare Medical Review program and process hearings and appeals in compliance with the Health Care Financing Administration requirements to maximize and protect Medicare Program dollars. Requirements include a Bachelor's degree in a health related field (or equivalent Clinical or Medicare contractor experience), at least five years of work experience (preferably in a clinical setting), and a minimum of three years of supervisory experience.

### **UNIX Systems Administrator**

You will install, evaluate, administer and support UNIX servers and workstations as well as develop, standardize and document the configuration, operation and recovery procedures for our Computer System and Technology Group. To qualify, you must have a degree in Computer Science, Mathematics or Information Technology (or equivalent work experience), and at least four years of experience in data processing to include at least two years of experience in UNIX System Administration with Sun Solaris (and preferably AIX).

#### **Compensation Specialist** (Job #418)

In this non-exempt position, you will coordinate, update and maintain the hardcopy and electronic documentation supporting the performance appraisal process, salary programs and the on-line Human Resources Information System. Qualified applicants must posses a minimum of 3 years of Human Resource experience in compensation, equity functions and salary survey analysis. An additional 2 years of experience using data processing systems is required.

### Cost Accountant

(Job #596)

You will prepare monthly and quarterly cost and budget reports; assist with the preparation of annual budgets for Medicare, FEP and National Accounts; and file monthly, quarterly and annual cost reports as required by Regence and federal agencies. You must have a Bachelor's degree with an emphasis in Accounting and at least one year of cost accounting experience, or you will need a minimum of five years' financial or cost accounting experience with proven technical and

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 mmitted to equal opportunity in all phases of employment

> Regence BlueCross BlueShield of Oregon HMO Oregon

For more information about career opportunities, call our lob Information Line: 1-800-231-1617 or visit our website at www.bcbso.com



Employment



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

OREGON

### **DEPARTMENT OF TRANSPORTATION Environmental Program** Coordinator 2 (Biologist//Wetlands

the fields of freshwater and estuarine wetlands and biology for a position in Salem. This person will analyze and document the impacts of projects and other

department activities on biological systems and wetlands habitats and functions. Requires two years of natural resource management or environmental analysis experience related to wetland and/or biology issues, AND a Bachelor's degree with 30 quarter or 20 semester hours in an environmental or natural science area such as wetland ecology, biology, ecology, botany, soil science, hydrology, fisheries and wildlife or landscape architecture. Three additional years of qualifying resource management or environmental analysis experience may substitute for the Bachelor's degree. Salary \$2,423 to \$3,316 a month plus benefits. [Announcement #OCDT8136]. Contact ODOT Recruitment (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required tion packet. Completed application materials must be received by April 24, 1998.

### Transportation Engineer 2 (Sr. Specifications Writer)

We are seeking applicants with strong design and communication skills for position in Salem. Will review project specifications to insure uniformity, write standard specifications, supplemental standards, and special provisions and assist the unit in scheduling and coordinating the final preparation of project bid documents. Requires a Bachelor's degree in civil or transportation-related engineering AND two years of professional-level experience in the practice of transportation engineering; OR five years of engineering experience AND have an FE/EIT, FLS/LSIT, PE or PLS. Two of the five years must have been performing professional-level engineering duties. Registration as a Professional Engineer (PE) is preferred. Salary \$3,251 to \$4,444 a month plus benefits. .[Announcement #OCDT8139]. 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 April 24, 1998.

# (Associate Transportation Planner)

We are seeking applicants with transportation planning experience for position in Salem. Will assist in the development of integrated land use and transportation modeling methods and gather and analyze large quantities of land use and transportation data for use in transportation system planning, corridor planning, community solutions, project development, environmental analysis, development review and design analysis. Requires a Bachelor's degree in Urban or Regional Planning, Public Administration, Social Science, Civil Engineering, Architecture or a related field; and one full year of planning experience working either as a member of a team of planners or under the direction of a senior planner collecting and analyzing data and preparing position papers or reports based on the data analysis; OR a Master's degree in Urban or Regional Planning or an equivalent field; OR four years of experience which included planning experience involving collecting and analyzing (including statistical analysis) data, identifying future trends and preparing technical papers and reports with recommendation. One full year of this experience must have been planning experience, working either as a member of a team of planners or under the direction of a senior planner collecting and analyzing data and preparing position papers or reports based on the data analysis. Salary \$2,545 to \$3,477 a month plus benefits. [Announcement #OCDT8138]. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required appli packet. Completed application materials must be received by April

### Program Technician 2 (Enhancement Program Coordinator)

We are seeking applicants for a limited duration position in Salem. The position's expected end date is December 31, 1999. Limited duration positions are regular status and benefit-eligible with a designated naximum length of service. This individual will provide statewide coordination and monitoring of the Intermodal Surface Transportation Efficiency Act Transportation Enhancement Program, develop policies and procedures, and represent the department to public, private and legislative groups on enhancement issues impacting the transportation system or specific projects. Requires two years of experience with esponsibility for program or project monitoring and coordination. The

experience must have included program evaluation responsibility. Determination Services federal Qualified applicants must demonstrate transportation-related experience. Salary \$2,856 to \$3,830. [Announcement #OCDT8140]. 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 April 24, 1998.

#### Principal Executive Manager E (Traffic Control Engineer)

We are seeking a Professional Engineer for a vacancy in Salem. Will assist in providing leadership, management and supervision of traffic management functions, traffic and safety programs and traffic engineering standards on a local and statewide level. This person will provide traffic management advice and assistance to the State Traffic Engineer, department personnel, other agencies and the general public to improve highway safety and traffic operations. Requires three years of professional experience as a project leader assigning and reviewing work of professional staff (i.e. engineers, etc) including project responsibility for developing goals and objectives, monitoring and controlling a budget, and project evaluation; OR three years of management experience which included responsibility for development of program rules and policies, development of long- and short-range goals and plans, program evaluation and budget preparation. Graduate level courses in management may be substituted for one year of the required experience. Salary \$3,466 to \$4,884 a month plus benefits. [Announcement #OCDT8135]. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) for required lication packet. Completed application materials must be received

# For other ODOT opportunities call our Recruitment JOBLINE at (503)

#### **DEPARTMENT OF CORRECTIONS Program Technician 2** (Safety Officer)

Two vacancies located in Salem, and one in Ontario. Provides information and expertise to institution management teams in the areas of occupational safety and health. Requires two years of experience in safety and risk management with responsibility for monitoring or coordinating a program or project. SALARY: \$2856-\$3830. Job Announcement # LE980454 and State of Oregon employment application may be obtained through any Oregon loyment Department or call (503)378-6013 or log onto ou web site at http://www.doc.state.or.us. Recruitment closes April

# **Corrections Production Coordinator 3**

(Furniture Manufacturing Coordinator) Located in Salem. Coordinates work of inmates in all phases of furniture manufacturing, Requires two years in furniture manufacturing, one year as a lead. Salary \$2471-\$3246 a month. Job Announcement #LE980337 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 April 15, 1998

#### **Corrections Production Coordinator 3** (Furniture Upholstery Coordinator)

Located in Salem. Coordinates work of inmates in all phases of furniture upholstery. Requires two years in furniture upholstery, one year as a lead. SALARY: \$2471-\$3246. Job Announcement #LE980338 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 /www.doc.state.ocus. Recruitment closes April 15, 1998.

#### **Corrections Production Coordinator 3** (Metal Shop Coordinator)

Located in Salem. Coordinates work of inmates in all phases of metal fabrication. Requires two years experience in metal shop, one year as a lead. SALARY: \$2471-\$3246. Job Announcement #LE980536 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 April 27, 1998

# **Construction Project Manager 2**

Located in Salem. Manages Capital Construction and Capital Improvement projects and provides technical support for the development of contracts. Requires three years of engineering or architectural experience including one year as a project manager over building construction and site development and a Bachelor's degree in Architecture, Civil Engineering, Construction Engineering, or a closelyrelated field; or three additional years of engineering and/or architectural experience. SALARY: \$3246-\$4330. Job Announcement #LE980537 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

/www.doc.state.or.us. Recruitment closes April 10, 1998

# **DEPARTMENT OF HUMAN RESOURCES**

Accountant 2

Accountant 2 position located in Salem. The major functions of this position are to plan, analyze, prepare and reconcile Disability

reports; research, analyze and improvements; determine, research and correct system accounting structure errors; and coordinate the interagency cost recovery activities agreements. Qualifications: A

CPA certificate; OR two years of professional accounting experience

applying basic accounting theory, AND either a Bachelor's Degree in Accounting; OR a Bachelor's Degree in a discipline that included or is supplemented by 30 quarter (20 semester) credit hours in accounting; OR a 30 quarter (20 semester) credit hours in accounting and two years of independent research and analysis which included making recommendations for resolving issues: OR 30 quarter (20 semester) credit hours in accounting including any combination of accounting principles, intermediate accounting, advanced accounting, finance, business law, cost accounting, accounting information systems, or auditing; and two years of accounting experience a) classifying, analyzing, and reconciling complex financial data and records; b) designing, recommending, and installing modifications of accounting methods, procedures, forms, and records; c) preparing audited financial statements and reports; d) analyzing and interpreting laws, regulations, codes, and ordinances to ensure the legality of financial transactions; and e) analyzing and interpreting complex accounts and account relationships resulting in accounting entries; OR until January 1, 1999, an Oregon Governmental Accounting Certificate II and three years of accounting experience. The required experience must include at least six of the following: a) documenting and resolving problems within an accounting system; b) classifying revenues and expenditures to funds and accounts; c) ensuring accounting system conforms with applicable controls; d) reconciling accounts to general or control ledgers; e) preparing journal voucher f) applying accounting principles to one or more functional areas such as accounts receivable, accounts payable; g) tracing errors through an accounting system; h) communicating technical accounting information verbally and in writing; I) applying and interpreting computer report information; j) doing governmental and fund accounting; k) applying PC spreadsheet, database, and work processing software and data using a computer. 15 quarter (10 semester) graduate level accounting credit hours may substitute for one year of the professional accounting experience. Graduate level coursed used to satisfy the educational requirement may not be used to satisfy the experience requirement. Credit hours must be from an accredited college or university. To apply; please submit an application and a photocopy of your transcripts, or list the CPA certificate number in the license/ Registration/ Certificate section of the application. Salary is \$2,329 to \$3,098 monthly. **Application** materials and a detailed job announcement (LE980555) may be obtained through your local employment office, or by calling DHR JOBLINE at 503-945-5742, TTY 503-945-6214, or via Internet at: s.state.or.us/jobs/ Applications will be accepted

#### through April 13, 1998. Principal Executive Manager E **Internal Audits Director**

We currently have a position opening for a Principal Executive Manager E (Internal Audits Director) located in Salem. The Internal Audits Director is responsible for assisting all levels of management across the Department of Human Resources by providing evaluations of the financial, accounting and operational processes and controls of the organization. This includes determining compliance with established policies and rules, accomplishment of goals and objectives, and effective and efficient use of resources. To qualify for this position you must have three years of management experience in a public or private organization which included responsibility for each of the following: a) development of program rules and policies, b) development of long and short-range goals and plans, c) program evaluation, and d) budget preparation, and a professional certification, such as Certified Public Accountant, Certified Internal Auditor, Certified Management Accountant or Certified Information Systems Auditor. Graduate level course in management may be substitute for one year of the required experience. Salary is \$41,592 to \$58,608 annually. Application materials and a detailed job announcement (ES410020) may be obtained through your local employment office, or by calling the DHR JOBLINE at 503-945-5742, TTY 503-945-6214 or via Internet at: http://www.hr.das.state.or.us/jobs/ Applications will be accepted through April 17, 1998.

#### **BUREAU OF LABOR AND INDUSTRIES** Administrative Specialist 1

There is an immediate opening in the Portland office of the Bureau of Labor and Industries, Wage and Hour Division. This position supports the Forest/Farm Labor Unit and involves correspondence, telephone, and in-person contact with contractors, farmers, land owners, Oregon Legal Services Corporation, and others. The position also requires the use of a specialized automated database. Position requires a minimum of three years of clerical/secretarial experience which included two years at a full performance level performing typing, word processing, or other document generation and lead work responsibility or coordination of office procedures. Salary \$1,755 to \$2,329 a month, Coursework or training in Office Occupations or Office Technology may be The Department of Human Resources is currently recruiting for an substituted for up to one year of the clerical/secretarial experience. To est an application packet, call the Portland office at 731-4070.