

The Portland Observer

CLASSIFIEDS & BIDS

OREGON DEPARTMENT OF TRANSPORTATION Office Specialist 2 District Office Specialist

Top-notch clerical, computer, public relations and team skills are needed for a position in our District 2A Maintenance Office in Portland. You will provide office organization, clerical and support services to the District Manager, District Office Manager, and field crews. Includes accounting, personnel, customer service, reception and administrative duties. Requires two years of general office or clerical experience which included word processing, typing or other generation of documents; or an Associates degree in Office Occupations or Office Technology; or Certificate in Office Occupations/Technology from a business school and one year experience. Salary \$1,663 to \$2,293 a month plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT8517. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for an announcement and application. Deadline: December 1, 1998. ODOT is an AA/EEO employer committed to a diverse work force.

OREGON DEPARTMENT OF TRANSPORTATION Engineering Specialist 2 Survey Technician

If you possess a knowledge of surveying techniques and procedures and Global Positioning System (GPS) surveying methods, you'll want to consider this opportunity in Salem. Will perform field survey work for photogrammetric mapping to prepare plans: work statewide establishing the horizontal and vertical controls necessary to produce topographic and digital terrain maps, and establish geodetic control monuments using conventional and global Positioning system surveying methods. NOTE: This will be a limited duration appointment with an end date of October 1999. Limited duration appointments are regular status, benefits eligible positions with a designated maximum length of service. Requires an associate's degree in Engineering Technology and two years of engineering experience: OR three and one-half years (42 months) of subprofessional engineering experience. A Bachelor's degree in Engineering, Architecture, Geology, Mathematics, or Physics may be substituted for the Associate's degree in Engineering Technology. Salary \$2,134 to \$3,056 a month plus excellent benefits: health insurance; paid vacation, sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT8562. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) or visit www.hr.das.state.or.us/jobs for application materials. Deadline: December 4, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

CUSTOMER SERVICE/CREDIT SUPERVISOR

Manages, directs, plans and organizes all activities of employees who perform customer service, collections and billing functions. Administer performance-based work standards. Analyzes and evaluates collection and billing procedures and operations. Provides direction, and monitors the departments training program to assure quality performance. Position requires a minimum of seven (7) years' experience including two (2) years of direct supervisory experience in hiring, coaching, development and employee discipline issues. Experience in planning, organizing and scheduling work. Previous experience working with the public to promote good will and resolve service conflicts. A degree from a four year college. Formal classroom education and/or seminar training in customer relations techniques, human relations, business principles. Equivalent in training and experience may be substituted for up to two years of college education. Valid driver's license. This is an exempt position.

Position closes on Monday, November 30, 1998 - 5:00 p.m. EWEB requires a completed application form for all positions. For application packet and information contact: Eugene Water & Electric Board, P.O. Box 10148, 500 E 4th Avenue, Eugene OR 97440 ATTN: Human Resources. Call 541 383-3769 Job Information Line. E-mail Brenda.Wasson@eweb.eugene.or.us. Or visit our web page at www.eweb.org. EWEB values diversity in the work force and is an equal opportunity employer.

Attorney OR Dept of Justice

Attorney position in the Tax and Finance Section of the General Counsel Division. Salary \$3,240-\$4,348/mo. DOE. Duties include representing the OR Dept of Revenue in litigation proceedings before the Tax Magistrate and Regular Divisions of the Oregon Tax Ct. Must have exp in tax law, real property law and property or business valuations or combination thereof. Must be OSB member. To apply, call (503) 378-5555 x321, (503) 378-5938 TTY, or Internet: <http://www.doj.state.or.us>. Application deadline 11/23/98. AA/EEO.

OREGON UNIVERSITY SYSTEM Manager Facilities Business Services

The office of Finance and Administration of the Oregon University System (OUS) invites applications for the position of manager, Facilities Business Services. This position is located in Eugene, Oregon on the University of Oregon campus. The Oregon University system operates approximately half the state-owned facilities in Oregon. The Facilities office is responsible for developing and implementing capital construction programs for the seven university campuses and the emerging university center, and developing the six-year capital construction budget request (approx. \$1 billion). This position reports to the Director of Facilities and is also responsible for: conducting business analyses regarding building/land acquisitions, leases, alternatives to new construction, analyzing strategic facilities issues, and forecasting capital costs. Also establishes and monitors construction contracts, and project budgets for other OUS properties. Requires an advanced degree in Business, Management or Public Administration or ten years' related professional experience or a equivalent satisfactory combination of education and experience. Previous experience in a higher education environment is preferred. Strong ability with databases such as Access, Banner systems, and Excel is required. Salary \$51,800 to \$58,400 annually with excellent benefits. This position is open until a suitable candidate is found. To obtain a detailed job description and application (required) please contact Nancy McCarthy at (541) 346-5832 or by email Nancy_McCarthy@ous.edu. To review the full job description online, please check out our website at <http://www.ous.edu>. The Oregon University System is an equal opportunity employer committed to cultural diversity.

EXECUTIVE DIRECTOR

The House of Umoja, a non-profit residential and treatment agency serving gang-affected youth is seeking applicants for the position of Executive Director.

Responsibilities include:

Direction of all management, fiscal, program, and planning activities. Works closely with the Board of Directors to develop policies and strategies for the agency, holds primary responsibility for implementation of board decisions, and oversees the agency's fundraising activities.

Qualifications:

M.A. or M.S. in management, sociology, urban studies or related field and minimum of three years' experience as executive director or chief executive officer of social service, community development or equivalent organization. Candidates without M.A. or M.S. may substitute five additional years' experience in high level administrative position.

Applicants must have demonstrated abilities to:

- Work effectively with community members, leaders, organizations, funders and the media.
- Oversee development and maintenance of effective management systems.
- Obtain and utilize financial information and develop appropriate fiscal plans and strategies.
- Prepare governmental grant and contract applications and effectively negotiate contractual agreements.
- Work effectively with Board of Directors.

Position closes November 30, 1998

Mail resumes to: Attn: Personnel Chair
Portland House of Umoja
P O Box 11053
Portland, OR 97211

OREGON HEALTH DIVISION Public Health Nurse Salary \$2,814 to \$3,940 a month

We are seeking a Nurse Consultant in Portland who will act as a liaison between the division and the local health departments (LHD). Duties include interpreting local health department issues, planning, coordinating and preparing the OHD's review of LHD services: conduct reviews; and orienting new LHD personnel with grant programs. Requires a Master's Degree and four years nursing experience including two years supervision, administration, or teaching. Contact Personnel Services at (503) 731-4005 for application information. Closing date is November 30, 1998. AA/EEO.

Attorney OR Dept of Justice

Attorney vacancy in the Business Transactions Section of the General Counsel Division in Salem. Salary \$3,240 - \$6,427/mo DOE. Duties include providing general counsel services to state agencies w/public contracting and transaction needs, particularly legal services relating to information technology. Must have exp in business and contract law, exc writing, analytical and verbal skills. Must be OSB member. To apply call (503) 378-5555 x321, (503) 378-5938 TTY, or Internet: <http://www.doj.state.or.us>. Application deadline 11/30/98. AA/EEO.

ORGANIZER WANTED

Workers' Organizing committee looking for hard working, preferably bilingual speaker who wants to improve the conditions for low wage Workers in Portland on Health and Safety issues. This is a half time position with benefits. If you share our dream, and want to turn vision into action, call for application packet today. 236-0825, ask for Diane or Jeri. Closing date for applications is November 30th.

CITY CENTER Parking Facility Operator

Immediate opening for full and part-time lot attendant with Portland's leading parking Company. We are seeking dependable individuals with a neat appearance and a positive attitude.

We offer:

\$7.00 starting wage
\$10.50 overtime
Opportunity

* Medical and Dental
Health plan available
* Advancement potential

Applicants must have valid drivers license, submit to drug test and background check.
Apply in person between
12:00 and 1:00 PM daily at
City Center Parking at 215
SW 6th.

Office & Field Positions Available U.S. CENSUS BUREAU - CENSUS 2000

The following full and part-time positions are open: Supervisors, office clerks, crew leaders, and enumerators/listers. Some jobs start immediately. Enumerators & crew leaders start in Jan '99. Salary varies depending on location of work and position. U.S. citizens given priority, field positions may require an automobile. Call your nearest Local Census Office
Portland (503) 808-4169
or call toll-free 1-888-806-5878 press 2 for more information.

U.S. Dept. of Commerce/Census Bureau is an Equal Opportunity/Affirmative Action Employer

Columbia Sportswear Company

ACCOUNTING FINANCIAL SYSTEMS ANALYST

We're seeking a FINANCIAL SYSTEMS ANALYST who thrives on challenge and is looking for potential to grow with a fast paced, successful company.

In this vital position, you will:

- Interface with Accounting/Finance and IS management.
- Implement financial systems from the user's perspective.
- Audit other system applications for appropriate level of controls.
- Establish accurate reporting and data retrieval.
- Coordinate projects as assigned by senior management.

BS/BA in computer Science or Accounting/Business Admin or equivalent. 3+ years' accounting systems related experience required; IS audit a plus. Knowledge of accounting/financial systems reporting required.

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

Program Specialist Continuing Education/ Graduate School of Education Portland State University

Program Specialist

Primary responsibilities: needs assessment; deliver, marketing, and expansion of face-to-face and on-line professional development for educators. Outreach for contract development critical. The successful candidates will have: a master's degree; administrative and marketing experience; experience in education, staff development, or contracted education; strong communication skills; customer service orientation; organizational skills; knowledge of academic procedures and experience in distance learning preferred. Twelve-month, fixed term, renewable, 1.0 FTE unranked academic position, projected start January 1, 1999. For detailed job description, see www.hrc.pdx.edu/unclsjob.htm or call 503-725-4670.

Portland State University is an Affirmative Action/Equal Opportunity Employer and Institution. Minorities, women and members of other protected groups are encouraged to apply.

ADMINISTRATIVE ASSISTANT, SALES DEPARTMENT

KATU Television is looking for a dynamic individual with strong skills in writing, communicating, organizing and prioritizing to assist our Sales Promotion Director. This position is accountable for preparing, writing, formatting and proofreading sales proposals and presentations. This includes the tracking of projects from beginning to end and the coordination of deadlines between several departments. Applicants must be proficient in Microsoft Word, Excel and PowerPoint. Send your cover letter and resume to: Rolanda Studamire, KATU, 2153 NE Sandy Blvd., Portland, OR 97232. Equal Opportunity Employer.

Social Services

CASE MANAGER I

Do you have compassion and skill to assist teen parents? Our Northeast Young Families Program needs your expertise for case planning, basic needs assistance, and support group facilitation. Bilingual (English/Spanish) preferred. Half-time position, paid benefits after 90 days. Hiring range + \$10.41 - \$11.36/hr. Please submit completed application and resume to YWCA, 1111 SW 10, Portland, OR 97205 by November 20.

Equal Opportunity Employer

Manufacturing

Business Unit Manager (Manufacturing Manager)

Requires proven experience with all facets of manufacturing and shipping activities, including on-time performance, inventory control, quality, elimination of bottle necks, team management and development of direct reports. Interlake manages within a team based system and as such your knowledge of TQM, Continuous Improvement, Pull-Flow, Kaizen, and Constraint elimination is a plus. Knowledge of MRP systems preferred. PC proficient. Minimum 5 years experience. B.S. degree required. Position located in Lodi, CA. Fax resume to (209) 333-3528 or mail to:

INTERLAKE
H.R. Dept.
1029 S. Sacramento St.
Lodi, CA 95240

EEO M/F/H/V

Start Your Own Business
Over 400 How-To Reports
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Phoenix, AZ 85011

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:

Press Operator I (Job #1513)

We're currently seeking an offset Press Operator I. Requires a minimum of 1 year experience operating offset press equipment. Experience with ITEK 3985 or Ryobi 3302 is preferred.

Clinical Pharmacist Consultant

Responsible for advising and providing direction for the Medical Affairs and Pharmacy Services staff for case management, home health care, inpatient and outpatient hospital as each relates to prescription drug charges. Requires a minimum BA/BS degree in Pharmacy/Health Care Administration, Economics, Finance, or related degree, and 3 - 5 years' pharmacy experience in acute care setting. Strong clinical pharmacy background, and a minimum of 2 years' management or professional business experience in managed health care system, medical group, or hospital is necessary.

Medical Review/Appeals Analyst Level II (Job #1731)

Perform level II medical review of Medicare claims and processes appeals for Oregon, Idaho, and Southwestern Washington. You will determine medical necessity and coverage; assign liability and determine changes in reimbursement to comply with Medicare regulations as instructed by HCFA; and maintain accurate production and cost/benefit savings statistics for monthly reporting. Requires an RN license, and a minimum of 3 years' concurrent experience in an acute care hospital setting or related healthcare field.

Claims Analysts (Job #1823) Salem

We're currently seeking dependable and enthusiastic individuals who will be responsible for the consistent, accurate, and timely application of contract benefits in claims processing. You must have a High School diploma or equivalent. Working knowledge of ICD9 and CPT I coding, plus typing and 10-key proficiency are essential.

Administrative Assistant (Job #999)

Provide secretarial, reception and office management support to the Reprographics Department Manager and Supervisor. Requires a High School diploma and 2 years' secretarial experience. Demonstrated knowledge and experience with PCs (word processing, spreadsheets) is essential. Must have effective telephone and written/verbal communication skills, as well as ability to type 45 - 60 wpm.

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 number and/or title 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