

CLASSIFIED ADVERTISING

PROGRAM DIRECTOR-KLETZER HALL

Full time position for an experienced human service manager to oversee the day to day operation of a therapeutic shelter for teenage girls. Supervise and train staff and volunteers. Responsible for compliance with funding source requirements, budget and agency policies. Requires 2 years of relevant experience in human services and a Master's degree or a Bachelor's degree and 7 years experience. Salary dependent upon qualifications. Send a letter and resume to Volunteers of America of Oregon, Inc., 537 SE Alder Street, Portland, Oregon 97214, referencing KLETZER. Equal Opportunity Employer.



Volunteers of America of Oregon, Inc.

VOLUNTEER COORDINATOR-KLETZER HALL

Full time position for a person experienced in working with volunteers to recruit volunteers from the community, maintain records, train, assign and schedule program volunteers. Requires 1 year of experience in human services and a Bachelor's degree, an AA and 2 years of applicable experience or a high school diploma and 4 years of experience. Salary dependent upon qualifications. Send a letter and resume to volunteers of America of Oregon, Inc., 537 SE Alder Street, Portland, Oregon 97214, referencing KLETZER. Equal Opportunity Employer.



Volunteers of America of Oregon, Inc.



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.**

Tired of Agency Rat Race?

No bureaucracy or red tape. Instant gratification when you see immediate results to your ads! Join a talented production staff to help KPDQ create award winning, client grinning ad campaigns! KPDQ AM/FM is Portland's #1 rated Christian radio and flagship for the nation's 10th largest network-Salem Communications. If you can write serious and humorous, direct response advertising, send your resume, samples of best ads and salary requirements to: Mike Hadley, KPDQ Radio, 5110 SE Stark, Portland, OR 97215 or Fax 503-238-7202. An Equal Opportunity Employer.

Police Officers Come North to Alaska!

Juneau, Alaska's capital city, is looking for police officers competitive salary, excellent benefits, all safety equipment including handgun provided. New state of the art police facility with all new equipment in early 2000. Juneau is a pristine, safe, and family oriented community. Call (907) 586-5250 for an application and visit our website at <http://www.juneau.lib.ak.us> **Starting salary from \$20.74 to \$25.17 per hour DOQ** The City and Borough is an Equal Opportunity Employer Women and minorities are encouraged to apply.

Outreach Support Group Coordinator

Domestic Violence program recruiting for half-time coordinator to implement outreach support groups for DV survivors. Responsibilities include program development of this new service area, intakes/screening, co-facilitation, scheduling volunteers/facilitator, and community outreach. Required: one or more of the following: experience with diverse populations, from a community of color, bilingual, or bicultural (cover letter MUST address how you meet this requirement). Resume/cover letter by Dec. 15 to Kris Billhardt, VOA Family Center Outreach, 6819 SE 82nd Ave., Portland, OR 97266. Equal Opportunity Employer.



Volunteers of America of Oregon, Inc.



Volunteers of America of Oregon, Inc.

Administrative Assistant

Domestic Violence program recruiting for half-time administrative assistant. Responsible for billings to funders, reports, maintenance of statistics and database, misc. support tasks. Flexible hours, benefits, and opportunity to apply skills to support a social change program. Req.: Exc. computer skills, office skills, good communication skills, ability to self-direct. Must also have one or more of the following: Exp. w/ diverse populations, from a community of color, bi-lingual, or bicultural (cover letter MUST address how you meet this requirement).

Resume/cover letter by Dec. 22 to Kris Billhardt, VOA Family Center Outreach, 6819 SE 82nd Ave, Portland, Portland, 97266.

Technology Fellowship

A national housing and community development organization is seeking two individuals to serve as Technology Fellows in Oregon. Successful candidates will have high levels of computer literacy and basic knowledge of community issues. Fellowships will consist of 2 weeks of training in our national office located in Columbia MD and 14 weeks of fieldwork with community based organizations throughout Oregon. Send cover letters and resumes to The Enterprise Foundation 333 NE Russell, suite 205, Portland, OR 97211. Or e-mail to mardews@enterprisefoundation.org

Residential and Day Treatment program for emotionally disturbed children ages 6-12 has an opening for a Treatment Coordinator in a residential home. Bachelor's degree in related field necessary, experience working with emotionally disturbed children a plus. FT, days. Please send resume to Edgefield Children's Center, 2408 S. W. Halsey, Troutdale, OR 97060. Attn: Linda Walton. Edgefield values diversity in its workforce.

High Prestige Printing Business

Personal reasons - must sell. No exp. nec. Call Mr. Steven 1-800-645-3006

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

UTILITY WORKER I. City of Milwaukie, Oregon. Salary Range: \$2113 - \$2697/mo, D.O.Q., plus excellent benefit package. We are seeking qualified person(s) for our Sewer division. Candidates with related sewer experience, computer skills and a current Commercial Drivers License, Class B or A, will be given preference. Positions in this class perform a variety of semi and skilled manual tasks in the public works department in relation to equipment operation, installation, repair and maintenance. Requires diploma or GED, and ability to obtain appropriate certifications such as wastewater collections. Must have a minimum of two year's prior work experience directly involving technical skills and general construction, maintenance, or repair work; be skilled in medium to heavy equipment operation; be safety oriented and a team player. Oral Board is tentatively scheduled for Friday, January 8, 1999. **Prior to hiring, applicants will be required to satisfactorily complete a drug test.** Applications available Monday, November 30, 1998, at Milwaukie City Hall, 10722 SE Main Street, Milwaukie, OR 97222. Contact: Cynthia, (503) 786-7507. Completed packets must be received by 4 PM, Thursday, December 17, 1998, in Human Resources at the above address. Fax #(503) 652-4433. TDD #786-7555. All qualified applicants are encouraged to apply. EOE

UNIX System Administrator

Prefer five (5) years experience in administering Solaris operating system environments, including disk space management, performance monitoring, system tuning and hardware capacity planning. Requires a 4-year BS Degree in computer Science, MIS or related field. Strong preference given to candidates with certified SUN/Solaris Administration training. Commensurate work experience of five (5) year, combined with SUN/Solaris Administrating training and AA level course work in computer science. MIS or related field may be substituted. EWEB requires a completed job application form for all positions. \$61,565-\$73,874/annually. For information and application packet contact: Eugene Water & Electric Board, PO Box 10148, 500 E 4th Avenue, Eugene OR 97440 ATTN: Human Resources. Call (541) 484-3769 Job Information Line or e-mail Brenda.Wasson@eweb.eugene.or.us. Application process closes on Thursday, December 10, 1998 5:00 p.m.

EWEB values diversity in the work force and is an equal opportunity employer.

RECEPTIONIST/ADMINISTRATIVE ASSISTANT FOR NONPROFIT MEDICAL CLINIC

Must have:
 • experience with ICD and CPT coding, insurance billing, HMO
 • organizational skills
 • ability to work with multiethnic clients

Knowledge of computer Medisoft program and Windows a plus. Spanish speaking Required Salary \$9.50/HR Medical/dental benefits available.

Please mail or fax resume and cover letter to:

NPCHC
 5311 N. Vancouver
 Portland, OR 97217
 Attention: Ms. Kathy Wilson
 Fax number: 284-9162
 Phone Number: 284-5239

Social Work Case Manager needed for AIDS Service Organization Two full-time positions at OHSU. See announcement #UPAR 000969 & 001001 at www.ohsu.edu/hr/ra.htm.

Warner Pacific College has an immediate opening for a **Financial Aid Counselor**. This is a regular staff position with full benefits.

The Financial Aid Counselor prepares financial aid packages; creates and maintains financial aid records, reports, and contracts; handles financial aid communications; schedules and assists with interviews and conferences; and conducts scholarship and financial aid research.

Requires: AA degree or equivalent; 3 years experience in financial aid or admissions; experience in financial aid packaging and FAFSA preparations; work with students of diverse backgrounds; and excellent communication skills.

Warner Pacific College is an accredited, Christian liberal arts college with a rich 60-year history, serving over 700 students. Review of applications is underway.

Send cover letter, resume, and personal statement of faith to: Human Resources Director

Warner Pacific College, 2219 SE 68th Ave., Portland, 97215; fax: 517-1350; e-mail: hrdonmat@warnerpacific.edu. Warner Pacific College is an Equal Opportunity Employer.

RN

Now hiring full time, part time, job share and temporary positions in **Salem and Portland**. Work in a psychiatric setting; previous experience preferred but not required. Excellent medical/dental benefits, paid retirement, holidays, shift differential, educational differentials for advanced degrees, on-site training. Part time/job share positions are negotiable.

LPN: \$2019-\$2805/monthly
 Staff RN: \$2532-\$3503/monthly
 Charge RN: \$2777-\$3842/monthly
 Temporary RN positions available (non-benefitted) \$22.17 hourly

LPN, adolescent unit, Salem, FT, swing, Sun/Mon off
 STAFF RN, children's unit, Salem, FT, night, W/Th/Fr off
 STAFF RN, gero unit, Salem, FT, night, 10 hour shift, work 8, off 6
 STAFF RN, adult unit, Salem, FT, night, Fr/Sat
 STAFF RN, gero unit, Salem, jobshare, night, 10 hour shift
 STAFF RN, adult unit, Portland, PT, night, Tue/Fri/Sat - Th/Fri rotation
 STAFF RN, adult unit, Portland, PT, night, every other weekend off
 CHARGE RN, adolescent unit, Salem, FT, Swing, Sat/Sun off, work every 6th weekend

For information or to apply contact:
Oregon State Hospital, Employee Relations
 2600 Center St. NE, Salem, OR 97210
 (503) 945-2815
 Or TTY (503) 945-2996
 AA/EEO

WASHINGTON COUNTY

Community Health Worker II (Bilingual - Spanish/English) \$2,116 - \$2,571/mo Closes December 7, 1998

Dog Control License Writer \$1,778 - \$2,163/mo Closes December 7, 1998

Dog Control Officer I \$2,168 - \$2,636/mo Closes December 7, 1998

Finance Manager \$64,824 - \$78,804/mo Closes December 18, 1998

(If interested in this position, contact Gwendolyn Harvey at (503) 636-3265 or E-mail at gwendolyn@teleport.com)

Management Analyst II (Construction/Maintenance Team Leader) \$3,465 - \$4,212/mo Closes December 7, 1998

Management Officer \$2,577 - \$3,132/mo Closes December 7, 1998

Senior Administrative Specialist \$2,223 - \$2,702/mo Closes December 7, 1998

Shelter Technician I \$1,869 - \$2,272 Closes December 7, 1998

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

APPLY TO:

Washington County Human Resource Division
 155 N. First Avenue, Suite 320
 Hillsboro, OR 97124

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

You can now find us on the Web! <http://www.portlandobserver.net>

Employment



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

Civil Rights Manager
Principal Executive/Manager F

A challenging management opportunity awaits you with ODOT, in Salem! As ODOT's Civil Rights Manager, you will provide strategic direction to develop, implement and oversee organization-wide approaches to civil rights issues. Your duties would include marketing programs, internally and externally, to promote awareness, value, and support of ODOT's civil rights efforts. Qualified candidates will possess a minimum of four years management experience with direct responsibility for overseeing EEO, AA, ADA, and other civil rights programs. Ideal candidates will have a background with proven successes in developing, implementing and communicating a cohesive civil rights vision across a complex series of business environments. Salary \$50,700 to \$74,868 annually plus excellent benefits: health insurance; paid vacation, sick and personal leave; 9 paid holidays; and full employer-paid retirement contribution. **Announcement # ODOT8587. Contact Bonita Williams at (503) 986-3848 (TTY 986-3854 for the hearing impaired) or visit www.hz.das.state.oregon.us/jobs for complete application materials.** Deadline: December 31, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

Associate Transportation Engineer
Associate Structural Designer

If you possess a basic understanding of structural engineering and related civil engineering principles, an opportunity awaits you in the Bridge Engineering Section. Located in Salem, you will perform structural design of minor bridges and incidental structures for a structural design team. Requires a Bachelor's degree with major coursework in civil or transportation-related engineering, OR possession of a PE, PLS, FE/ET or FLS/LSIT certification/registration. Salary \$2,596 to \$3,715* a month plus excellent benefits: health insurance; paid vacation, sick and personal leave; 9 paid holidays; and full employer-paid retirement contribution. (*Effective February 1999, this classification will receive an additional 1% cost of living increase.) **Announcement # ODOT8583. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) or visit www.hz.das.state.oregon.us/jobs for application materials.** Deadline: December 10, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

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 2-year limited duration appointment with an end date of October 2000. 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 leave; 9 paid holidays; and full employer-paid retirement contribution. **Announcement # ODOT8562. Contact ODOT Recruitment at (503) 986-4030 (TTY 986-3854 for the hearing impaired) or visit www.hz.das.state.oregon.us/jobs for application materials.** Deadline: December 4, 1998. ODOT is an AA/EEO Employer committed to a diverse work force.

OREGON DEPARTMENT OF CORRECTIONS
Call Center Manager
Principal Executive Manager B

There is a current vacancy at the Snake River Correctional Institution (SRCI) in Ontario. This position provides direction and oversight for the Call Center by managing the systems, networks, and automation needs for the Services Division and Inmate Work Programs at SRCI. Requires 5 years experience in lead work, supervision, staff-technical, or professional-level work related to the management of information systems and networks. A BA degree in Business, Computer Science, or a related field may be substituted for up to three years of the experience. SALARY: \$3,090 to \$4,348 a month plus excellent benefits. **Oregon Employment Application and Job Announcement LE981531 may be obtained from any Oregon Employment Department or call (503) 378-6013 or log onto our web site at <http://www.doc.state.oregon.us>.** Recruitment closes December 7, 1998.

BUREAU OF LABOR AND INDUSTRIES
Wage and Hour Compliance Specialist

Prevailing Wage Rate Unit/Portland
 The Bureau of Labor and Industries' Wage and Hour Division has a current opening in the Portland Office for a Compliance Specialist in the Prevailing Wage Rate Unit. Compliance Specialists conduct investigations of alleged violations of prevailing wage law, give educational presentations and provide technical information to assist construction contractors, subcontractors and public agencies in complying with state prevailing wage and other applicable wage and hour laws. Investigative experience is a requirement. Salary: \$2,186 to \$3,036 a month. For more information, call (503) 731-4070 (Portland). The job announcement (including test questions) and application form are also available on-line: www.hz.das.state.oregon.us/jobs/ Deadline for applying: November 30, 1998.

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 your local employment department or visit our web site at <http://www.hz.das.state.oregon.us/jobs/>. The State of Oregon and all its divisions are proud to be equal opportunity employers.

