

**CLASSIFIED ADVERTISING**  
B I D S

**Sub-Bids Requested**  
**Mary's Woods at Maryhurst**  
Continuing Care Retirement Community  
Lake Oswego, Oregon  
Bids: May 18, 1999 @ 2:00 p.m.  
**Coffman Excavation**  
P. O. Box 687  
Oregon City, Oregon 97045  
Phone: (503) 656-7000 • Fax: (503) 656-0686  
We are an equal opportunity employer and requests sub-bids from minority, women and emerging small business enterprises.

**Sub-Bids Requested**  
**Portland International Airport**  
Terminal Expansion South - Phase 2  
Bid Package No. 3 -  
Concourse 'A' Walkway Construction, Terminal & Concourse 'C' Building Foundations (Earthwork, Piling, Concrete Reinforcement, Building Skin, Skylights, Doors and Windows, Drywall & Acoustical Ceilings, Flooring, Painting, Elevators, Baggage Conveyors, Mechanical, Fire Sprinklers, & Electrical)  
Pre-Bid Meeting & Site Visit: May 12, 1999 at 2:00 pm

**Hoffman Construction Company Of Oregon**  
Bid Phone: (503) 221-8811 • Bid Fax: (503) 221-8934  
1300 SW Sixth Avenue • Portland, OR 97201  
OR CCB #28417  
We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.  
Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>

**Sub-Bids & Material Quotes Requested**  
Cordley Hall Renovations, Phase II  
Oregon State University  
Bid Date: 5/18/99 Bid Time: 2:00pm  
**Hydro-Temp Mechanical, Inc.**  
(503) 582-8525 • Fax (503) 582-1914  
28465 SW Boberg Rd. • Wilsonville, OR 97070  
CCB #63907  
We are an equal opportunity employer and request sub-bids and material quotes from minority, women, disadvantaged and small business enterprises in the areas of structural steel, roofing, lath & plaster, drywall, acoustic treatment, paint and finishes, electrical.

**This is Where Ordinary People Become Extraordinary Citizens**  
Volunteers of America of Oregon, a not-for-profit social services organization with 102-year history serving this community, has the following positions:  
**FAMILY AND COMMUNITY PARTNERSHIPS COORDINATOR**  
FT Coordinator needed to oversee services for families of children ages 0-3 in an Early Head Start program. Requires BS in ECE or the equivalent and 2 years' experience. Head Start experience preferred. Salary \$24,000-\$25,000.  
**EARLY HEAD START TEACHER INTERVENTIONIST**  
FT Teacher/Interventionist needed for an Early Head Start program. The position requires BS in ECE or equivalent with 2 years' experience in human services or a CDA in ECE with 5 years' experience in human services, including understanding/experience w/diverse cultures. \$8-\$10/hr.  
**ADMINISTRATIVE ASSISTANT**  
FT Administrative Assistant needed to provide clerical support for an Early Head Start program. Requires 2 years' coursework at an accredited business school or 2 years' relevant work experience. \$8-\$8.75/hr.  
**TEACHER INTERVENTIONIST**  
FT Teacher needed to plan and implement home visit services and classroom curriculum for emergent, child-directed, developmentally and culturally appropriate program for children 0-3 and their families. Requires MA/BA in ECE or CDA credential and two years' experience. Previous Head Start experience, bilingual skills preferred. Requires driver's license and reliable form of transportation. \$20,000-\$22,000.  
For the above positions please send a resume w/cover letter to:  
Volunteers of America of Oregon, Inc.,  
537 SE Alder Street, Portland, OR 97214.  
Attn: Susan Hakoda  
Volunteers of America, Oregon, is a great place to work for appreciation and support.  
Equal Opportunity Employer

**Warehouse**  
Franz Bakery has an immediate opening for a FT Warehouse position. Hourly rate \$12.85 - \$16.06 DOE. Shift work and split days off required. Excellent benefit package. Please apply directly to State of Oregon Employment Office at 30 North Webster. Job Ref. 1118667. We are an EEO/AAP employer

**Northeast Portland Brand New Home \$125,500**  
Waiting for you is this new 3 bedroom, 1 1/2 bath house w/a combination floor plan including dining & living space off of the kitchen. This is a special buying opportunity for you. Ask about the HOST details or the option to include a new range & refrigerator. Call: David J. Tangvald 635-2660 x204 or 24HR 790-3665.

**Northeast Portland Brand New Home In N.E. \$128,500**  
Waiting for you is this new 3 bedroom, 1 1/2 bath house w/a combination floor plan including dining & living space off of the kitchen. This is a special buying opportunity for you. Ask about the HOST details or the option of a new range & refrigerator included. Call: David J. Tangvald 635-2660 x204 24HR 790-3665

**Help Build A Community That Cares!**

**Classic Wines Auction Director**  
Are you ready to join a great team? Do you have the desire to help build a community that cares? Are you energetic, organized & detail oriented? If so, we need you at MFS.  
Management and oversight of the Classic Wines Auction. Good oral & written communication skills, 2-3 years special event management & volunteer management required. Experience in non-profit development preferred. Knowledge of Raiser's Edge preferred. MS Word, Excel and Windows 95 required. Knowledge of wine industry a plus. Familiarity with MS Publisher and FrontPage a plus. 40 hr/wk with benefits.  
Interested? Send resume to:  
**Sarah Reynolds**  
Metropolitan Family Service  
2415 SE 43rd Ave., Suite 201  
Portland, OR 97206  
Position open until filled.  
Equal Opportunity Employer.

**Development Assistant**  
Clerical support, database and records management, mailing coordination & special events. Good oral & written communication skills, experience with special events & 2-3 years computer and office experience required. Knowledge of Raiser's Edge preferred. MS Word and Excel required. Familiarity with MS Publisher and FrontPage a plus. 40 hr/wk with benefits.  
Entry salary range: \$9.25 - \$10.00.

**Cord Blood Collection Tech**  
American Red Cross is establishing an exciting new program in Umbilical Cord Blood Banking. Two full time positions available to collect umbilical cord blood in a hospital setting, interact with laboring mothers and hospital staff, and ensure safe, efficient, appropriate collection and processing of samples. Qualifications include LPN or equivalent, strong phlebotomy and people skills. Familiarity with blood banking and/or labor and delivery preferred. Bilingual abilities a plus. Applications required. Please apply at or call 503-284-0011 ext. 311 for information:

**American Red Cross**  
Pacific Northwest Regional Blood Services  
Job No. 246N16  
3131 N. Vancouver Ave.  
Portland, OR 97227  
Drug Test Administered  
M/F/D/V  
**Vending route for sale:** Snickers Bars. 50 Locations. \$800-\$1200 solid monthly income.  
Cost \$2995. [www.vendingroutes.com](http://www.vendingroutes.com)  
1-800-963-6123.

**Account Executive**  
Expanding National Wholesale Mortgage Lender seeks Account Executive for Portland and surrounding areas. Wholesale mortgage and sales experience preferred. Excellent compensation and benefit plans. Please send resume with salary requirements to:  
**HR dept., Washtenaw Mortgage Company,**  
315 E. Eisenhower, Ste. 12,  
Ann Arbor, MI 48108  
or fax to: 734-662-9517.  
[www.mtgbank.com](http://www.mtgbank.com)

**Employment Specialist** needed (full-time) for Unity Employment Services. We are looking for a creative, flexible, self-starter to join our team serving severely mentally ill adults. Experience in job development and the mental health field helpful. Knowledge/training in rehabilitation desirable. BA and car required. Must be computer literate. Send cover letter and resume to Sandy Goosh, Unity Inc. 710 SW 2nd, 2nd Floor, Portland, OR 97204.

**Teen Coordinator** - Plan/supervise daily large/small group activities and community outreach for teens 13-18 at Blazers Boys & Girls Club. College degree or equiv. Experience needed; knowledge of Northeast Portland a plus. FT w/ some evenings/weekends. Mail/fax resume to: Attn: Linda, Boys & Girls Clubs of Portland, 7119 S.E. Milwaukie, Portland, OR 97202, Fax 232-0387.

**Athletics Assistant** - Plan/supervise gym activities for Blazers Boys & Girls Club; coordinate sports leagues, camps & clinics. Degree or related experience required; knowledge of Northeast Portland a plus. FT w/ some evenings/weekends. Mail/fax resume to: Attn: Linda, Boys & Girls Clubs of Portland, 7119 S.E. Milwaukie, Portland, OR 97202, Fax 232-0387.

**Washington County Corrections Officer**  
\$3,111.3,784/month  
Closes May 28, 1999

**Corrections Officer Trainee**  
\$2,563/month (\$3,111 after 1 year)  
Closes May 28, 1999

**Deputy Sheriff**  
\$3,111.3,784/month  
Closes May 28, 1999  
Recruit Deputy  
\$2,563/month (\$3,111 after 1 year)  
Closes May 28, 1999  
Call (503) 648-8606/TTY (503) 693-4898 for information. County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply.  
**Apply To:**  
Washington County Human Resources Division  
155 N. First Avenue, Suite 320  
Hillsboro, Or 97124

**Transportation**  
**Columbia Sportswear Company**  
**Work for One Tough Mother Shipping Specialist**  
We are seeking a team player to work in our Shipping Department. You will coordinate the efficient and accurate processing of all outbound shipping documentation. Act as a backup to the Shipping Supervisor, for all Shipping Department related functions. Professional and technical skills are needed to support efficient movement of shipments to the retail industry. Responsibilities include preparation, processing and transfer of confirmed pick reports. Investigate shipping related documentation issues and problems to complete resolution. Must possess Associate Degree (or equivalent work experience) minimum two years experience in a business environment, preferably in, traffic, shipping customer service, claims, or related field; or equivalent experience in transportation logistics, claims or customer service in the apparel industry. Excellent verbal and written communication skills in a fast paced, pressure oriented environment. Familiarity with Distribution Center operations servicing the retail industry preferred. Intermediate Microsoft Excel and Word experience a plus. Pre-employment drug screen required. Please send your resume to: Columbia Sportswear Company, Human Resources, dept. SHPSPEC, PO Box 83239, Portland, OR 97283 or Fax (503) 735-4597

**Meet Your Companion!**  
1-900-226-4862 Ext. 5573  
"2.99/Min." and "18+"  
Serv-U (619) 645-8434

**Salmon Corps Field Director**  
Portland, Oregon Operating Site  
**The Earth Conservation Corps NW**, a non-profit program serving youth and the environment, is seeking a Field Director for the Salmon Corps at Portland operating site. The position requires the ability to work with youth and coordinate environmental service projects with a host of public/private agencies, organizations, groups, and individuals. Experience in community relations desired, experience in environment and youth development required, and a need for strong written and verbal communication skills. Salary: DOQ. Please submit cover letter and resume to ECCNW / Salmon Corps at Portland, 5436 NE 30th, Portland, OR 97211. No calls please. ECCNW is an equal opportunity employer. Closes: May 24, 1999.

**CITY CENTER PARKING**  
**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.  
• \$7.25 starting wage  
• Advancement potential  
• Medical, Dental and 401K available  
Applicants must have valid drivers license, submit to drug test and background check.  
Apply in person between 12:00 and 1:00PM daily at City Center Parking at 215 SW 6th.

**Lab Assistant**  
Evenings Part Time (Entry level position)  
Donor testing laboratory is accepting resumes for a part-time lab assistant. Lab Assistants receive & prepare samples for testing, handle record maintenance & customer service. Position requires attention to detail and ability to work in fast pace environment. Training is provided. \$9.35 PLUS benefits and shift differential. Send resume with cover letter to:  
American Red Cross, National Testing Laboratory, Dept S, Human Resources, 12124 NE Ainsworth Circle, Portland, 97220 • Fax #261-7489  
Equal Opportunity Employer

**Oregon Humane Society** is accepting application for p/t kennel assistants. Strong, positive, reliable with good work/communication skills. \$7.00/hr. apply in person at Oregon Humane Society, 1067 NE Columbia Blvd.

**SUBSIDIZED UNITS MAY BE AVAILABLE AT THIS TIME.**  
If subsidized units are not available at this time, qualified applicants may be placed on Waiting Lists. Guardian Management Corporation is committed to "EQUAL HOUSING OPPORTUNITY."  
**Matt Dishman Court**  
NE 6th & Alberta  
Portland, Oregon 97212  
(503) 287-2162

**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 #2911)  
Salem  
You will provide accurate and timely information to our customers, brokers, providers, and group administrators regarding benefits, contract administration, eligibility, claim payments and denials. Requires a High School diploma, GED, or equivalent work experience, customer service experience and knowledge of medical terminology. Excellent PC, organizational and communication skills as well as the ability to type 40 words per minute required. Bilingual individuals are encouraged to apply.

**Medical Management Coordinator**  
(Job #2832)  
This position is responsible for evaluating clinical information received from healthcare providers for specified diagnoses and services. Summarizes all medical necessity denials and forwards the information to a physician advisor for a final decision. Candidates must be a graduate of an accredited school with a degree/diploma in the health care field. Must possess a current Oregon RN, LCSW, or ART license, valid Oregon/Washington driver's license and verifiable good driving record. Excellent multi-tasking, teamwork and communication skills are important.

**Programmer Analysts**  
(Job #2926)  
This position will be responsible for planning, directing and performing system analysis, design, program development and implementation activities to enhance the information processing capabilities of the organization. A Bachelor's degree is desired. Must possess mainframe and client server experience; object oriented programming experience with Software through Pictures desirable. COBOL, Easytrieve, Oracle and C++ experience necessary. Strong written/verbal communication, relationship building, analytical and technical skills a must.

**Data Security Analyst**  
(Job #1623)  
This position is responsible for developing, organizing and directing programs to protect the privacy, integrity and confidentiality of corporate information assets. A Bachelor's degree in Information Systems or Business Administration required. A combination of 4 years' experience in one or more of the following areas required: information security, EDP audit, systems and programming, database analysis, application programming/systems analysis, end-user programming/support or equivalent. A thorough understanding of operating environments and desktop hardware/software, as well as excellent communication and teamwork skills are essential.

**Information Security Analyst II**  
(Job #1622)  
This position administers and provides technical support for user's access, including the creation, deletion, and maintenance of user accounts, access profiles and groups for all systems. One year experience in data security administration and a minimum of 1 year using personal computer/CRT for entry, edit, and maintenance of data. Also require 1 year in a data processing environment, successful completion of a programmer aptitude test and experience in data security administration. A commitment to customer service, and strong verbal/written communication skills are imperative. Will be subject to 24-hour call on a rotating basis.

**Information Security Technical Specialist**  
(Job #2255)  
This technical position in the Corporate Security department works with all data processing platforms, providing technical expertise in the implementation and administration of security. Will propose, develop and implement security standards and procedures, provide training and guidance for staff, and keep management informed of project status and security issues. A Bachelor's degree in Computer Science, and 3 years' experience at a technical level with the operation, administration and use of three or more of the following systems: MVS, Windows NT, Novell/NDS, Notes, ACF2, Top Secret or RACF, UNIX, Oracle or other security software operating systems; firewalls, routers or network security. This position is subject to 24-hour call on a rotating or on-demand basis, overnight travel may be required, and position is subject to a background check prior to hiring or during employment.

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.

**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.bcbso.com](http://www.bcbso.com)

**Employment**  
*The State of Opportunity*  
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**  
**Transportation Engineer 2**  
**Sr. Intelligent Transportation Systems Specialist**  
A highly creative engineer with an understanding of multiple engineering disciplines (Civil, Traffic, Electrical and Computer) is needed for this position with our Traffic Management Section in Portland. You will serve as the Lead Engineer in the development of ITS applications, provide and ITS information to other agencies and the public and assist in hiring and training staff. Requires a Bachelor's degree in Civil or Transportation-related Engineering and two years' experience in Transportation Engineering; or five years' Engineering experience and have a PE, PLS, FE/ET or FLS/LSIT. Salary \$3,349 - \$4,795/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 10 paid holidays and full employer-paid retirement contribution. **Announcement #0CDT9249. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit [www.hr.das.state.or.us/jobs](http://www.hr.das.state.or.us/jobs) for announcement and application.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is May 28, 1999.  
**Executive Support Specialist 1**  
**Public Transit Key Contact**  
Excellent organizational, communication and computer skills are highly desired for this current vacancy in Salem. Position will provide confidential administrative support for the Manager of the Public Transit Division. Requires three years of clerical/secretarial experience which included: one year at a full performance-level performing typing, word processing or other generation of documents; and lead work responsibility or coordination of office procedures. Courses or training in Office Occupations or Office Technology may be substituted for up to one year of the clerical/secretarial experience. No substitution will be made for the one year at the full performance-level. Salary \$1,808 - \$2,516/month + excellent benefits: health insurance; paid sick and personal leaves; 9 paid holidays and full employer-paid retirement contribution. **Announcement #0CDT9234. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit [www.hr.das.state.or.us/jobs](http://www.hr.das.state.or.us/jobs) for application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is May 28, 1999.  
**DEPARTMENT OF HUMAN RESOURCES**  
**Office of Medical Assistance Programs**  
**Program Technician 2**  
**Prepaid Health Plan Coordinator**  
The Department of Human Resources, Office of Medical Assistance Programs in Salem, is recruiting for a dynamic and creative individual to act as a Prepaid Health Plan (PHP) Coordinator. This position is responsible for overall contract management and liaison for prepaid health and dental plans in service areas throughout the state. This includes interfacing with people of diverse viewpoints. **TO QUALIFY:** You must have two years of experience with responsibility for program or project monitoring and coordination. The experience must have included program evaluation responsibility. Salary is \$2,898 to \$4,058 a month. **TO APPLY:** Obtain **Announcement #LE990412, a State of Oregon application (form PD 100) and any required supplements from a local Oregon employment department office OR most state agency personnel offices.** If you have a disability and need an alternative format in order to complete the application form (PD 100), you may call the Exam Unit at (503) 945-5843 or TTY (503) 945-6214. You may also call (503) 945-5698 to obtain an announcement. Your application must be received by June 4, 1999.

**OREGON DEPARTMENT OF CORRECTIONS**  
**Corrections Production Coordinator 3**  
**Office Services Supervisor**  
There is a vacancy in the Office Services section of Inmate Work Programs located in Salem. This position provides coordination and training of inmate office workers for the various contracted projects within the Office Services programs. Requires two years of office management experience, one year of which was lead work experience. Preference may be given to applicants with experience in inmate supervision. Salary is \$2,545 to \$3,343 a month, plus excellent benefits. **Announcement #LE990400 and State of Oregon employment application may be obtained from any Oregon employment department or visit our web site at [www.doc.state.or.us](http://www.doc.state.or.us) or you may call our office at (503) 378-6013.** Closing date is May 20, 1999.

**OREGON DEPARTMENT OF JUSTICE**  
**Support Enforcement Division**  
**Principal Executive/Manager F**  
**Assistant Administrator for Policy and Program Services**  
The Oregon Department of Justice, Support Enforcement Division, has an opening for a Principal Executive/Manager F, Assistant Administrator. This position is located in Salem and serves as the principal assistant to the Administrator of the Support Enforcement Division on matters relating to child support policy and program development, legislation, administrative rule making, and the media, and acts as the Deputy Administrator during the absence of the Administrator. This is a permanent, full-time position with full State benefits and retirement package. Salary range is \$4,225 to \$6,238 a month. **To apply, you may obtain a State of Oregon job application (PD100) and Announcement #LE981099A at your local employment department office, or call the Department of Justice Job Line at (503) 378-5555, ext. 322 or (TDD) (503) 378-5938 for the hearing impaired) or visit our web site at [www.h.das.state.or.us/jobs](http://www.h.das.state.or.us/jobs).** Closing date is June 4, 1999.

**OREGON STATE UNIVERSITY**  
**Facilities Services**  
**Electrician**  
Oregon State University, Facilities Services, has an opening for an Electrician. Applicant must possess an Oregon General Journeyman Electrician's License and a valid driver's license. Major duties include installing relays, limit and float switches; performing maintenance on electrical distribution systems; maintaining, assembling, and hanging lighting fixtures; installing and wiring outlets, switches and controls for lights. Salary is \$2,898 to \$3,346 a month. **Contact OSU Office of Human Resources, 14th and Jefferson, Corvallis, OR 97331-2131 or call (541) 737-3103 (TTY (800) 735-1232 for the hearing impaired) for application materials.** OSU is an AA/EEO. Closing date is May 21, 1999.

**WESTERN OREGON UNIVERSITY**  
**Registration Clerk**  
Western Oregon University's Registrar's Office, located in Monmouth, has an opening for a regular, full-time Registration Clerk. Qualifications include one year general clerical experience which included typing, word processing or other generation of documents, or an Associate's degree in Office Occupations or Office Technology. Duties include responsibility for assigning rooms, primarily for classroom use; determining and monitoring athlete's eligibility based on NCAA guidelines; recording of student academic data; and assisting with student academic evaluations as necessary. Salary is \$1,465 to \$1,983 a month plus an excellent benefit package. **For application materials, call (503) 838-8490.** Western Oregon University is an affirmative action, equal opportunity employer. Closing date is May 17, 1999.  
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 Job Line (Oregonian Inside Line) (503) 225-5555 87777 (TTY (503) 378-4672), visit your local employment department or visit our web site at [www.hr.das.state.or.us/jobs](http://www.hr.das.state.or.us/jobs). The State of Oregon and all its divisions are proud to be equal opportunity employers.