

CLASSIFIED ADVERTISING

Office Assistant 2

Due to an increased demand for Office Assistants in our District Attorney's Office, Multnomah County is offering quick referral to those who apply by July 16, 1999. Multnomah County welcomes applicants of various ethnic and cultural backgrounds, who are able to enhance service to our diverse community.

This position performs a variety of clerical duties in support of the District Attorney's Office, sections of which are located in downtown Portland and at various neighborhood sites. Duties may include word processing legal documents and correspondence; retrieving data from and maintaining criminal justice databases; working with the public in person or over the phone; copying; and filing.

Applicants must have training and experience equivalent to completion of the twelfth grade and two years of clerical experience involving public contact, word processing, and input and retrieval of computer information. Recent clerical and/or legal clerical experience (within the last five years) is preferred. Additional specialized, legal clerical training is desirable.

Salary is \$10.68 per hour. Multnomah County offers a comprehensive benefit program, including fully paid - family medical, vision, and dental coverage and fully paid participation in the Public Employee Retirement System (PERS).

Job announcement, application, and supplemental form are available at www.co.multnomah.or.us/. Application materials can also be obtained in person or by mailing a self-addressed, stamped envelope, requesting application materials for Exam Number 600103, to: Multnomah County Employee Services, 1120 SW 5th Avenue, First Floor Lobby, P.O. Box 14700, Portland, OR 97293-0700. Applications must be postmarked or delivered by July 16, 1999, to qualify for quick referral. Assisted access to Multnomah County job information and website is available at Multnomah County Libraries.



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."

Butte Creek Apartments
115 Onyx Street #17
Eagle Point, Oregon 97524
(541) 826-3401



ADVERTISEMENT FOR BID

Sealed bids for the

Benton Place Reconstruction Project

will be received by the Oregon State Board of Higher Education until 2:30 PM, local time, July 27, 1999.

Bids will be opened and publicly read aloud on at that time. All bidders must be registered with the Construction Contractor's Board.

Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-7694.

SHIPPING LEADPERSON

A manufacturer of quality compact tools is seeking a Shipping Leadperson to provide direction to the shipping team on swing shift. The Shipping Leadperson assists in training and evaluating employees; coordinates work assignments; assures the on-time smooth flow of materials, products, and documents; and, ensures that quality standards and shipment delivery schedules are met.

Requires two years shipping exp including: lead or supervisory role; exp with documentation and packaging processes; exp with domestic transportation. International experience preferred. Qualified candidates will have excellent communication skills, problem solving ability, and proactive approach. Must be well organized, detail oriented, with ability to work independently. Work is fast paced with the challenge of meeting daily deadlines while maintaining quality and on-time delivery standards. We offer excellent benefits, competitive wages, and a friendly, professional work environment. Pre-employment drug and alcohol screening is required. Equal opportunity employer. Please send a resume and cover letter to Fax #253-7830 or



Leatherman Tool Group, Inc.
P.O. Box 20595 • Portland, OR 97294-0595



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.

Account Executive

Expanding National Wholesale Mortgage Lender seeks Account Executive for Portland surrounding areas. Wholesale mortgage and sales experience preferred. Excellent compensation and benefit plans.

Please send resume with salary requirements to:
HR Dept., Washtenaw Mortgage Co.
315 E. Eisenhower, Ste. 12
Ann Arbor, MI 48108
or fax: 734-662-9517
www.washtenawmortgage.com

Assistant Teacher -

ALT. ED. FTE Math Teacher - Year Bound School Ability to work with strong-willed behavior-challenged students in multi-cultural envr. Minorities encouraged to apply. Team player/detail oriented/knowledge of multi-disciplinary classroom. Students ages 11-17. Health/Dental/Paid Vac. Mail resume: 3710 N. Mississippi Portland 97227

MOVE YOUR CAREER INTO HIGH GEAR

The Air Force Reserve's advanced, high-tech training will help your career go further, faster. As you work with the most sophisticated equipment available, you'll be earning college credit toward a degree from the Community College of the Air Force. All for a commitment of just one weekend a month and two weeks per year. Call the Air Force Reserve today.

(503) 335-4738
OR
1-800-232-3421



www.afreserve.com

Chief Medical Officer

The Oregon State Hospital is seeking a dynamic leader to serve as its Chief Medical Officer. The hospital is a 672 bed State operated facility, providing clinical services in four specialty treatment programs: Child, Adolescent, and Geropsychiatric Treatment Services; Adult Treatment Services; Forensic Hospital Treatment Services; and Forensic Residential Treatment Services. Child, Adolescent and Geropsychiatric Services are HCFA certified and all hospital and residential programs are JCAHO accredited.

The Chief Medical Officer has overall responsibility for clinical leadership and direction of psychiatric and medical standards and practices. The Chief Medical Officer reports to the Superintendent and a joint appointment is possible with the Oregon Health Sciences University's Department of Psychiatry in Portland. Oregon provides many collaborative opportunities between University and public mental health settings.

Qualified applicants must be Board Certified in Psychiatry and have extensive experience in the development and administration of psychiatric and medical services within a hospital or residential setting. The State of Oregon provides a competitive salary structure (\$90,470 to \$128,899); excellent benefits including vacation and sick leave, health, dental and life insurance and deferred compensation; and an outstanding State-paid retirement. This position is in Executive Service and recruitment will remain open until a suitable candidate has been hired. The Oregon State Hospital is an Equal Opportunity Employer.

Interested applicants may direct inquiries to:

Stan Mazur-Hart, Ph.D
SUPERINTENDENT
OREGON STATE HOSPITAL
2600 Center Street, NE
Salem, Oregon 97310

Campus Communications Coordinator

Washington State University Vancouver seeks a qualified professional to fill the position of Campus Communications Coordinator.

Primary responsibilities include: proactive development and execution of a comprehensive communications strategy for the campus including marketing and communications activities in support of campus advancement and campus wide priorities; establish and maintain media relations and place stories in regional and national publications; develop, write, edit and oversee production of publications; incorporate electronic communications technology; create and complete special projects.

Minimum requirements include bachelor's degree, demonstrated excellent written and verbal communications skills and 3-5 years of progressively responsible professional experience in the communications field. Preferred qualifications include experience in public relations, customer service, journalism, university relations, or other related activities, and electronic media authoring and publishing skills.

Salary range is \$30,000 - \$35,000 per year. Position is fulltime, 12-month, administrative/professional (exempt) appointment.

Send letter of application, current resume and three letters of reference by July 30, 1999 to:

Tammy Ford
Search Committee Chair
WSU Vancouver
14204 NE Salmon Creek Avenue
Vancouver, WA 98686

Washington State University is an equal opportunity/affirmative action educator and employer. Protected groups are encouraged to apply.

CORRECTED NOTICE

City Of Vancouver, Washington

REQUEST FOR PROPOSAL

Vancouver Civic Center Project

The City of Vancouver is seeking development proposals for a public/private mixed-use building project in downtown Vancouver to house consolidated City Hall offices and other possible uses.

Proposal packets may be obtained from the office of Purchasing, Financial Services Building, Basement, 100 East 13th Street, Vancouver, Washington (360) 696-8181.

Questions regarding this Request for Proposal may be directed to David Perlick, (360) 696-8290 ext. 8658.

An informal "question-and-answer" meeting will be held Friday, July 9, 1999 from 11:00 a.m. to 12:00 noon, Vancouver City Hall Council Chambers, 210 E 13th Street, Vancouver, Washington.

Sealed responses will be received by the Purchasing Agent of the City of Vancouver, Washington up to the hour of 3:00 p.m., Wednesday, September 29, 1999. Responses delivered later will not be accepted. The City of Vancouver is not responsible for delays in delivery.

All responses to this request shall be addressed to: Attn: Purchasing Agent, City of Vancouver, P.O. Box 1995, Vancouver, Washington 98668-1995. All delivered responses shall be delivered to the Purchasing Agent, City of Vancouver, Financial Services Building, Basement, 100 East 13th Street, Vancouver, Washington 98660. All proposals shall be placed in a sealed envelope, which is clearly marked "Vancouver Civic Center Project". Responses by Fax will not be accepted.

The City of Vancouver is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women's Business enterprises in contracting activities. (Section 4 of Chapter 56, Laws of 1975, 1st Ex. Sess., State of Washington.)

The City of Vancouver reserves the right to cancel this request or reject any and all proposals submitted or to waive any minor formalities of this call if in the judgment of the city council the best interest of the City would be served.

V. MARCELYN JANDREAU
PURCHASING AGENT

SUB BID REQUESTED

La Clinica

Community Medical Clinic • Approx 8500 Sq. ft
Bid Date: July 21, 1999 • 3:00 PM

SEABOLD

CONSTRUCTION CO., INC.
GENERAL CONTRACTOR CCH #48023
We are an equal opportunity employer and request sub-bids from all subcontractors and suppliers including Minority and Women-Owned Business, Disadvantaged, Disabled Veterans, and Emerging Small Business Enterprises.

LIQUOR STORE OPERATOR PUBLIC NOTICE

The Oregon Liquor Control Commission has a vacancy for an independent contractor to operate the following retail liquor store:

SALEM, EAST - 157 - currently located at 831 Lancaster Drive N.E.

STARTING DATE OCTOBER 1, 1999

We evaluate all applicants on background, knowledge and work experience in:

- Retail business management
- Inventory/cash management
- Retail sales
- Customer service/public relations in a retail environment

The successful applicant must be able to:

- Enter into an agency agreement contract with the OLCC
- Qualify for a fidelity bond
- Negotiate the lease or purchase of the store location or propose a more suitable location serving the same community subject to staff requirements
- Meet the operating expense of the agency
- Purchase the fixtures and equipment as specified in the agency information sheet
- Begin operation on the date specified above

Selected finalists will be notified and interviewed by the staff screening committee in Portland. Final selection will be made by the Commission, based on set criteria, at its public meeting in August.

The appointed agent is an independent contractor for the State of Oregon. This person will operate the liquor store on behalf of the OLCC and have no ownership or property rights in the agency. Only individuals may be appointed agents.

For application forms and additional information, contact:

OLCC, 9079 SE McLoughlin Blvd., Portland, Or 97222 or phone 872-5015 (toll-free (800) 426-2004) Separate application forms are required for each store. Applications are due in the Store Operations office, Room 124 at the above address, by 5:00 p.m., Friday, July 16, 1999.



Radio Recruitment Specialist for

Entercom Portland Radio Stations. Develop sales revenue in the area of recruitment advertising. Must have background in HR/Recruitment and 2+ yrs sales exp. Good organizational, written/verbal communications skills. Salary commiserate on exp. Send resume/references to Pam Herrold - Entercom - 888 SW 5th Ave. #790, Portland, OR 97204, Equal Opportunity Employer.

Controller/Assistant

Neil Kelly Company, a Portland residential remodeling contractor and cabinet manufacturer, is seeking hands-on Assistant Controller with 5+ years solid general accounting experience. Must have 2 years' supervisory experience. We use timberline accounting system, Lotus 1-2-3, Excel, and Word software. Must have excellent PC and interpersonal communication skills, and be able to effectively manage multiple priorities. Full time position supervising 5-person department. Reports to Controller. One of Oregon Business Magazine's 100 Best Companies to Work For. Send resume and cover letter including salary requirements to Jennifer Blecha, Human Resources Dept., Neil Kelly Company, 804 North Alberta St., Portland, OR 97217. May respond to: iblecha@neilkelly.com.

Milieu Counselor

Full-time position in intensive day treatment program for severely emotionally disturbed children ages 3-6. Bachelor's or MA/MSW in related field with experience in Multicultural settings required. Parent training and group therapy experience preferred. Competitive salary and benefits. Send resume to Heather Stein, Psy.D., 7025 N. Lombard, Portland or 97203. Deadline July 25, 1999.

Work With The Homeless In Old Town

Flexible, creative program serving homeless CMI adults. Innovative 64-bed facility provides community alternative for rewarding mental health experience. Seeking residential counselor: FT graveyard shift (11:00 p.m. to 7:30 a.m.); \$9.29/hr.; excellent benefit package. On-call also needed, \$8.75/hr. Send resume to Unity Inc., Attn. Mona Knapp, Bridgeview Community, 707 NW Everett, Portland, 97209. Unity Inc. is an Equal Opportunity Employer.

Beautiful People To Fantasize and Talk With

1-900-226-0334 ext. 2992
\$3.99 per min. Must be 18 yrs.
Serv-U (619) 645-8434

Administrative Assistant

Specialty metals manufacturer has immediate opening for skilled, detail-oriented administrative assistant with strong communication and organizational skills. Reporting to Finance VP, responsibilities include preparing spreadsheets, reports and presentation material; coordinating schedules and calendars; making travel arrangements; and reviewing expense reports. Requires 4 yrs progressively responsible secretarial experience including providing admin support to executive & dept staff. Successful candidate will be proficient in Microsoft Office suite and have demonstrated ability to positively and proactively handle multiple assignments in a fast-paced environment. We are an AA/EEO employer offering highly competitive compensation package. Submit resume to: Human Resources, PO Box 580, Albany OR 97321.

Mental Health Case Manager/Therapist

Multicultural community mental health center seeks clinician to provide assessments, treatment plans, & case mgmt for adults w/ mental illness/dual diagnosis both individually & in groups. MSW or Masters degree in related field required. Part time \$16/hr. African Americans/Minorities encouraged to apply. Submit resume & cover letter to CCMH, Michelle Blum, 3716 NE MLK JR. Blvd. Portland, OR 97212 or Fax: (503) 288-8168.

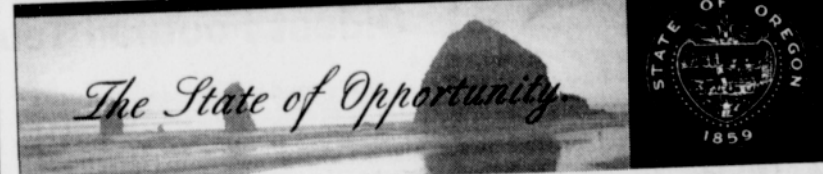
CEO - Mental Health

African-American based community mental health and Alcohol and Drug Treatment agency seeks energetic, community-focused CEO whose major responsibilities include continuation of development of strong community relationships, fund development, oversight of fiscal department, coordination of board activities, strategic planning and direction of the agency in partnership with other management staff. Competitive salary and benefits. Open until filled. Target date August, 1999. Send resume to Center for Community Mental Health, C/O Search Committee, 7025 N. Lombard, Portland OR 97203, Or Fax to 503-289-9281, Attn Search Committee.

Vending business: M&M Mars
50 Locations. \$800-\$1200 solid monthly income.
Cost \$2995. www.vendingroutes.com
1-800-963-6123.

Escape Towards A New Life
1-900-226-0560 ext. 3212
\$2.99 per min. Must be 18 yrs.
Serv-U (619) 645-8434

Employment



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

OREGON DEPARTMENT OF TRANSPORTATION Functional Architects

Information Systems Specialist 7
Application Development team. Oversee major information system projects. Lead a team of architects, systems analysts and programmers in developing systems specifications, design, development and installation. Develop, negotiate and maintain project schedules and deliverables. Communicate with project stakeholders. Conduct research and feasibility studies. Develop contract specifications and bid requests. Assess change impacts. Evaluate best practices, methodology, and new technology. Requires 5 yrs. of professional mainframe experience in software application development, AND 3 yrs. of professional information systems team-lead or project management experience. If you have previously applied for this position under ODOT9194, you need not re-apply. Qualified applicants will remain on the list for further consideration. ODOT offers salaries of \$43,884 - \$60,708 annually, plus excellent benefits. Email your resume to: Experience.IT@dot.state.or.us, in the e-mail subject line include #OCDT9194 or fax it to ODOT, Attn: #OCDT9194A, (503) 378-2016. Applicants possessing Vocational Rehabilitation certificates and/or Veteran's points refer to announcement for more information. Information is available on the State of Oregon Technology web site at www.oregonjobs.org/is. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 16, 1999.

Lead Project Manager Information Systems Specialist 8

SKILLED LEADER IN MAINFRAME APPLICATION DEVELOPMENT WANTED IN SALEM! Join DMV's dynamic Application Development team. Oversee major information system projects. Lead a team of architects, systems analysts and programmers in developing systems specifications, design, development and installation. Develop, negotiate and maintain project schedules and deliverables. Communicate with project stakeholders. Conduct research and feasibility studies. Develop contract specifications and bid requests. Assess change impacts. Evaluate best practices, methodology, and new technology. Requires 5 yrs. of professional mainframe experience in software application development, AND 3 yrs. of professional information systems team-lead or project management experience. If you have previously applied for this position under ODOT9193, you need not re-apply. Qualified applicants will remain on the list for further consideration. ODOT offers salaries of \$47,884 - \$66,216 annually, plus excellent benefits. Email your resume to Experience.IT@dot.state.or.us in the e-mail subject line, include #OCDT9193A or fax it to ODOT, Attn: #OCDT9193A, (503) 378-2016. Applicants possessing Vocational Rehabilitation certificates and/or Veteran's points refer to announcement for more information. Information is available on the State of Oregon Technology web site at www.oregonjobs.org/is. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 16, 1999.

DEPARTMENT OF ADMINISTRATIVE SERVICES Facilities Division

HVAC Control Technician
The Department of Administrative Services, Facilities Division, is seeking an experienced HVAC Control Technician. This position is located in Salem. It provides skilled installation and repair of the Energy Management Systems and HVAC controls within state owned or leased buildings. Requirements are: graduation from an accredited school (two year program) in heating and air-conditioning; AND two years' full-time experience installing, altering, calibrating, repairing, and maintaining HVAC control systems' performing corrective and preventive maintenance on HVAC systems. Two additional years' qualifying experience may be substituted for the two years' education. This position also requires a Restricted Energy Technician license and a Universal Refrigerant Handling license. Salary is \$2,516 to \$2,898 a month. For a detailed Job Announcement #LE990014, contact your local employment office, visit our web site at www.oregonjobs.org, or call (503) 378-4688. Closing date is July 14, 1999.

OREGON BUREAU OF LABOR AND INDUSTRIES Eugene Office

Apprenticeship Consultant
This position, located in Eugene, provides technical support and monitoring of registered apprenticeship programs; promotes apprenticeship opportunities; and develops new programs. Requires a degree in Industrial Relations or four years' experience in workforce development areas. Salary is \$2,399 to \$3,346 a month. To receive application materials through the mail, call (503) 731-4070 (Portland). The job announcement (including test questions) and application form are also available by visiting the State web site at www.oregonjobs.org. Closing date is July 21, 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 a more complete announcement listing, call the State Job line (Oregonian Inside Line), (503) 225-5555 ext. 7777, TTY (503) 378-4672, visit your local Employment Department or visit our Web site at www.oregonjobs.org. The State of Oregon and all its divisions are proud to be equal opportunity employers.