Volunteers of America of Oregon, a not-

for-profit social services organization with a 102-year history serving this community, has the following position:

Work with seniors with disabilities providing therapeu-tic health and social activities in a daytime, group set-

ting. Volunteers of America of Oregon (VOA) Adult Day Care is currently seeking Program Assistants to work in a multi-cultural, team setting to support seeking

ferred. One full-time, regular and several on-call posi-

tions, available. \$8.00/hour and excellent benefits. Send resume and cover letter, or stop by to fill out an

Volunteers of America of Oregon, Inc., 537 SE Alder Street, Portland, OR 97214. Attn: ADC

Volunteers of America

OresonEqual Opportunity Employer

A United Way Agency

THE CALL TAKES

A FEW MINUTES. THE

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LIFETIME.

Find out how you can receive

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application by July 23rd, 1999, at

PROGRAM ASSISTANTS

City Of West Linn **Employment Opportunity Information Systems** Manager

New management position with compensation package of \$70,000 + annually. Opportunity to develop the City's information systems program using Local Area Network (LAN) and Wide Area Network (WAN) and HTE public sector applications and AS400 computer and operating system. Provides leadership and direction in the design and development of interconnectivity of all City departments for daily operational needs, hardware and software, user and/or application support and administration. City is prepared to hire immediately. Contact the City of West Linn at (503) 722-3426 voice mail or TDD (503) 656-4518, for an application packet. Resumes accepted. Position will remain open until sufficient, qualified applications have been received. Submit completed information to West Linn City Hall ee825 Willamette Drive, West Linn, OR 97068. EEO visit the City's web site at http://www.teleport.com/ ~westlinn

Washington County

Library Computer Specialist I \$2,576 - \$3,132/mo

Closes August 6, 1999

Youth Services Librarian (Librarian II)

\$3,064 - \$3,723/mo August 6, 1999

Probation & Parole Officer I Bilingual Spanish/English

\$2,799 - \$3,403 July 23, 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

Computer

Metro

Providing regional services Creating livable communities

Technical Specialist - \$16.35 -\$21.92/hour, PT. Deadline July 16, 1999. Provides technica support to PC users throughout the organization assisting with hardware, software and communication problems including installing software programs and answering questions on the use of such programs.

Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR 97232. Resumes are not accepted. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: www.metroregion.org

AA/EEO Employer

Mental Health Case Mgr/

Therapist Multi-cultural CMHC seeks clinician to provide assessment, Rx plans, 1-1, case mgmt for adult CMO w/ dual diagnosis, & groups. MSW or MA/MS in related field. PT \$16/ hr. African/American/Minorities encouraged to apply. Submit

OR 97212 or Fax (503) 288-8168. Radio Advertising Sales for Entercom Radio Station KGON. Must have 2+ years broadcast sales exp. Good organizational, written/verbal communications skills. Send resume/references to Sales Manager, KGON Radio - 0700 SW Bancroft St., Portland, OR 97201.

Equal Opportunity Employer

resume & cover letter to CCMH. M.

Blum, 3716 NE MLK Jr., Portland,

The Community Energy Project is looking for an Outreach Coordinator. Responsibilities include: scheduling, organizing, and monitoring weatherization workshops for lower income residents of Portland; recruiting and training workshop leaders; recruiting, training, and supervising volunteer teams to install energy saving materials in the homes of senior citizens and persons with disabilities. Outreach Coordinator is also responsible for outreach activities to inform low income residents of the program and motivate them to sign up for our programs. Position includes some weekend and evening work; vehicle required. Please send resume to the Community Energy Project, P.O. Box 12272, Portland, OR 97212, or call 284-9403. The Community Energy Project is an Equal Opportunity Employer. Position closes July 30.

Accounting **Cost Accountant**

Leading specialty metals company has professional accounting opportunity for detail-oriented, proactive individual looking for growth and challenge in team environment. Responsibilities include performing month-end closing and preliminary audits, computing weighted averages & summaries, preparing reports & spreadsheets, & reconciling assorted data. Requires 4-yr degree in Accounting or Business (with significant accounting coursework), proficiency with PCbased spreadsheets, prior cost accounting exp, and solid organization & communication skills. Position offers competitive compensation package including defined pension plan, 401k, tuition

assistance, and health benefits.

Submit resume and salary

requirements to Human Resources,

PO Box 580, Albany OR 97321. We

are an AA/EEO employer.

Inspector

Specialty metals manufacturer seeks team-oriented NDT technician with Level II certifications in UT. RT, PT and VT. Will ensure adherence to required processing procedures, specifications and standards by inspecting and testing materials and final products. Requires keen communication and observations skills, commitment to quality and desire to be a responsible member of a dynamic organization. Two-year degree in Metallurgy, NDT or Material Science or equivalent experience plus Level II certifications per SNT-TC-1A required. Also requires strong computer skills (AutoCad and Oracle preferred), experience in immersion ultrasonic testing, and experience preparing written procedures. Experience training other personnel is preferred. We are an AA/EEO employer, offering competitive compensation package including 401k, tuition assistance and health benefits. Submit resume and salary requirements to Human Resources Dept., PO Box 580, Albany, OR 97321.

Employment

Metro

Providing regional services Creating livable communities

Scalehouse Technician - \$11.07 -\$14.83/hour, FT limited duration (3 mos). Deadline July 15, 1999. Operates computerized scaling system; estimates loads and performs cashier duties for commercial and public vehicles delivering solid waste to disposal site. Provides information to the public and enforces Metro policy regarding solid waste disposal. Calculates fees based on Metro policy; collects fees and issues receipts.

Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR 97232. Resumes are not accepted. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: www.metroregion.org

AA/EEO Employer

Mechanic

Performs a broad spectrum of vehicular mechanical tasks maintaining and repairing transit buses, automobiles and associated equipment. Starting wage \$14.12 per hour. Come in or call 503-588-2424 to obtain official application form to Salem Area Mass Transit District, Human Resources Division, 3140 Del Webb Ave NE, Salem, OR 97303. Application must be received by District by 5:00 p.m. August 6, 1999.

An Equal Opportunity Employer. **Escape Towards A New Life**

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



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

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.

The Multnomah County Community and Family Services Department currently has the following opportunities available:

Senior Office Assistant

Behavioral Health Division (reopened) \$12.98 per hour starting (\$12.98 - \$15.03 full range) Apply by July 23. Exam #600204

Acute Care, Bed Management, **And Protective Services Specialist**

Behavioral Health Division \$39,890-\$54,847 annually (\$39,890-\$47,868 standard hiring range) Apply by July 23. Exam #911507

Application materials and formal job announcements are available at: www.co.multnomah.or.us/jobs/, in person or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Employee Services, 1120 SW 5th Avenue, First Floor Lobby, PO Box 14700, Portland, OR 97293-0700. Assisted access to Multnomah County job information and website is available at Multnomah County Libraries. Equal Opportunity Employer.



Oregon State Bar

Affirmative Action Program Assistant Part-time - 20/hours per week

The Bar is recruiting for a regular, part-time (.5 FTE) Program Assistant for the Affirmative Action Program. Position provides secretarial and clerical support for program activities, composes and types non-routine correspondence, reports and pamphlet materials.

Organizes program records, complies information and survey results, questionnaires, and statistical reports. Works with administrator and program staff to implement various programs and support for students which include Professional Partnership Program, the Bar Exam Program and is primarily responsible for production of Connections (AAP Newsletter/Magazine). Performs database maintenance and various statistical reporting.

Skills needed: Strong office organizational skills, good interpersonal and communications skills. Familiarity with standard office equipment. Requires one year responsible experience in an office environment. Experience in Windows 95 environment and Microsoft Office Suite with emphasis on Word and Excel. Ability to support data base information and interpret program policies. Knowledge of multi-cultural issues is helpful.

lary starts at: \$940/month, benefits prorated.

Apply Immediately: Provide resume to Human Resources Manager, Attn: AAP, Oregon State Bar, 5200 SW Meadows Road, Lake Oswego, OR 97035. Fax to (503) 624-8326 or email to bplymire@osbar.org. Deadline for application is Friday, July 16, 1999.

Equal Opportunity Employer

The City of Portland is accepting applications for Building Maintenance Mechanic Hourly Wage: \$18.41 at entry - \$20.01 after six months Deadline: July 23, 1999

Technical

Honeywell

Technical Opportunity

Honeywell has an immediate opportunity for a Security Solutions Installation Specialist in the Portland area.

Responsibilities include:

- Delivery of technical integrated security solutions. This includes access control, CCVS and related software applications.
- Responsible for project management and customer delivery and acceptance.
- Requirements include: Associate's Degree in electrical or computer science, or equivalent experience.

Minimum 2-5 years related

- electrical, technical, Security controls, and/or fire alarm systems experience. Strong communications, customer relations, and computer skills, including Windows 95. Working
- knowledge of WindowsNT and LAN systems a plus. Proven skills in problem solving and working in a self-managed team.

Please fax/e-mail your scannable plain text resume, noting SC: EADPOB, to (612) 951-8185 or sourcing@corp.honeywell.com (ASCII text format). Or, forward your resume to Honeywell Inc., **Employment Response Center,** SC: EADPOB, P.O. Box 524, MN12-3260, Minneapolis, MN 55440-0524.

Honeywell is an equal opportunity employer committed to a diverse work force and a drug-free environment.

Visit www.hbc.honeywell.com for more information.

Retirement Living

- Studio & 1-Bedroom Apartments with Full Kitchens
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Westmoreland's Union Manor 6404 SE 23rd Avenue Portland, Oregon 97202

233-5671

Marshall Union Manor 2020 NW Northrup Street Portland, Oregon 97209 225-0677



Kirkland Union Manors 3530 SE 84th Avenue Portland, Oregon 97266 777-8101



PROFESSIONAL BARBERS

- Male or Female
- Full or Part Time
- Salary and Benefits Available

ALSOWANTED SHOE SHINE MAN



and creation of professional documents, training and educational materials. Applicants should possess knowledge or an ability to learn desktop publishing, charting graphics and advanced word processing. Salary is \$1,808 to \$2,516 a month. For more Information, please contact Personnel Services at (503) 731-3443 or visit the State



The State of Opportunity. \int n 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

Transportation Engineer 2 Geotechnical Engineer

Unique opportunity in our Salem office for a Professional Engineer possessing experience in geotechnical engineering. Position will develop and finalize geotechnical design recommendations for complex projects and provide technical guidance to staff engineers. Registration as a Professional Engineer (PE) is required. Requires a Bachelor's degree in Civil Engineering or Engineering Geology and two years of professional-leve experience in the practice of geotechnical engineering; OR five years of engineering experience. Two of the five years must have been performing professional-level, geotechnical engineering duties. Salary \$3,349 \$4,795/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT9306. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.oregonjobs.org for application materials. ODOT is an AA/EE0 employer committed to a diverse workforce. Deadline is July 30, 1999.

Program Technician 1

On-the-Job (OTJ) Training Coordinator ODOT's Office of Civil Rights in Salem seeks a motivated, organized individual to provide coordination and technical assistance for our OTJ program. This federally funded program provides training opportunities in highway construction. Help develop and implement an OTJ support services program. Prepare funding requests and RFP's. Manage a database, track program data and produce statistical reports. Review, approve and monitor contractor training programs and progress reports. Participate in EEO contract compliance reviews and analysis. Requires three years of experience administering or coordinating parts or subsets of a project or a program. Familiarity with Civil Rights/OTJ programs is preferred. If you have previously applied for this position under OCDT9272, you need not re-apply. Names of qualified applicants will remain on the list for consideration. Salary \$2,399 \$3,346/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT9272A. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.oregonjobs.org for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is July 20, 1999.

Executive Support Specialist 1

Policy Section Key Contact nt organizational, communication and computer skills are highly desired for this current vacancy in Salem. Position will provide confidenti administrative support for the Manager of the Policy Section, provide clerical/administrative support to Section staff, and ensure the smooth flow of work within the Section. 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 nt benefits: health insurance; paid vacation; sick and personal leaves; 9 paid holidays; and full empl wer-paid retirement contribution Announcement #0CDT9309. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or www.oregonjobs.org for application materials. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is August 2, 1999.

OREGON DEPARTMENT OF HUMAN RESOURCES Oregon Health Division Principle Executive/Manager C

HIV/STD Prevention Manager
Oregon Health Division's (OHD's) HIV-STD-TB Program is seeking applicants for a management staff position located in Portland. This full-time position directs statewide HIV prevention activities and provides technical assistance to County health departments in the administration of local HIV-STD prevention programs. Salary is \$3,001 to \$4,435 a month. Duties include: plan and coordinate HIV-STD prevention education activities for providers and consumers including statewide conferences; coordinate Statewide HIV Prevention Planning activities; develop Oregon's Federal HIV Prevention Cooperative Agreement; administer/monitor Oregon's CDC-funded HIV prevention grant and monitor HIV prevention grants awarded by OHD. This position requires a strong background in public health, behavioral science as applied to community-level HIV prevention, and a commitment to program excellence, assessment and accountability. The position supervises the work of a staff of five and reports directly to the HIV-STB-TB Program Manager. Directly and through supervisees, this manager coordinates Oregon's HIV Counseling and Testing Program, programs for community mobilization for health promotion and statewide HIV prevention programs addressing gay men, persons of color, women, persons in corrections and hose who use injection drugs. The position coordinates programs with the Oregon Department of Education and the Office of Alcohol and Drug Abuse Programs, works to establish new collaborations with CBO's, and researches Programs, works to establish new collaborations with CBO's, and researches universities and other state agencies. Position announcement, Job description and application materials are available from the Oregon Health Division Personnel Services Section. Please call (503) 731-4005 (TTY (503) 731-4031 for the hearing impaired). Applicants must submit an official State of Oregon application (form PD 100) available from the Personnel Services Section. Closing date is August 13, 1999.

Oregon Health Division Center for Child and Family Health Administrative Specialist 1
WIC Administrative Support Specialist

This two-year, limited duration, full-time position, located in Portland, provides specialized support including advanced word processing, data input

web site at www.oregonjobs.org. Closing date

OREGON ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT

Oregon Economic and Community Development Department is currently inviting applicants for the following vacancies. All positions are located in Salem and offer competitive salaries and excellent benefits. Contact the Human Resource Office at (503) 986-0095 for the required application packet or access the full job announcement including application process at: www.econ.state.or. NOTE: You must reference the appropriate ouncement number listed for each job below when requesting app

Regional Coordinator - Infrastructure Specialist **Program Technician 2**

Announcement Number: LE990637 There are currently three vacant positions. These positions are responsible for facilitating, planning, assessing needs and delivering Department and other resources to regions of the state. The Regional Coordinators also act as a liaison between the Department and regional partners, provide project and planning development advice and assistance to public and private entities, and help communities and businesses develop and process applications for financial assistance. These positions also provide technical expertise related to infrastructure projects. You must have two years' experience with responsibility for program or project oversight, monitoring and coordination of public works infrastructure projects. The experience must have included program evaluation responsibility. Salary is \$2,899 to \$4,059 a month. This recruitment is open until further notice, however, if you are interested in the current vacancies, your application must be

received by July 23, 1999. Public Relations & Special Events Coordinator **Oregon Tourism Commission**

Project Coordinator Announcement Number: LE990638

This position is with the Oregon Tourism Commission of the Oregon Economic and Community Development Department. This position is responsible for aiding in and implementing the sales and marketing of Oregon as a tourism destination. This position works with national and international media to secure placement of stories featuring Oregon's lifestyle, key industries, and economic development; coordinates special promotional events and activities, as well as the production of tourism publications. To qualify, you must have four years' experience as an executive assistant, administrative analyst, researcher or administrative officer which included administrative duties, provision of technical assistance, or operations review. Two of the required years must have included administration or oversight of an on-going tourism project or program. Salary is \$2,765 to \$3,866 a month. Close date is July 23, 1999.

Tourism Development Manager - Oregon Tourism Commission Project Coordinator

Announcement Number: LE990639

This position is with the Oregon Tourism Commission of the Oregon Economic and Community Development Department. This position is responsible for aiding in and implementing the marketing and regional tourism development programs of the Oregon Tourism Commission. This position acts as a resource for regional tourism groups in their implementation of special projects and promotional campaigns, and assists with industry development, with particular emphasis on rural Oregon. To qualify, you must have four years' experience as an executive assistant, administrative analyst, researcher or administrative officer which included administrative duties, provision of technical assistance, or operations review. Two of the required years must have included administration or oversight of an on-going tourism project or program. Salary is \$2,765 to \$3,866 a month. Close date is July 23, 1999.

Executive Support Specialist 2 Management Assistant

Announcement Number: ES123019

This position is with the Director's Office of the Department. This position manages daily and long-term itineraries, reviews and processes correspondences, tracks staff assignments and coordinates the flow of information for the Director's Office. The position also provides executive secretarial support for the Economic and Community Development Commission. Requires one year' experience performing administrative support duties for senior management staff in an organization or agency. Qualifying experience would involve information and data collection, analysis and interpretation, project evaluation and analysis, interpretation and application of laws, rules, guidelines and regulations, or similar experience. Salary is \$2,023 to \$2,849 a month. Close date is July 23, 1999.

OREGON DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT

Regional Representative for Willamette Valley This permanent position, located in Salem, represents the Department and provides planning assistance to cities and counties in the Willamette Valley and a limited number of jurisdictions outside the valley. Position may valley and a limited number of jurisdictors of state that yet also, depending upon qualifications, serve as a department specialist in one or more issue areas related to local comprehensive plans. Salary is \$3.178 to \$4,457 a month. Contact any State employment office or DLCD Salem office at (503) 373-0050 for Announcement #LE990605 and application. Unless extended to receive sufficient applications, closing date is July 29, 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 listings, 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.