#### July 21, 1999



#### **Contracts Compliance Administrator**

The Finance Division of Multnomah County is currently seeking a Contracts Compliance Administrator. The person in this position will plan, develop, and supervise the County's Minority, Women, and Emerging Small Business (MWF/B) program and the contract management system; coordinate contract management with other divisions and departments; and perform a variety of technical tasks relative to the assigned area of responsibility.

The successful candidate will have training and experience equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration or a related field and three years of responsible administrative experience in contract management. One year of lead or supervisory experience is highly desirable. Multnomah County welcomes applicants of various ethnic and cultural backgrounds, who are able to enhance service to our diverse community.

Salary range is \$41,892-\$58,649 annually. Multhomah County offers a comprehensive benefit program, including fully paid - family medical, vision, and dental coverage, and fully paid participation in the Public Employees Retirement System (PERS).

Application materials and job announcement 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 964401, to: Multnomah County Employee Services, 1120 SW 5th Avenue, First Floor Lobby, P.O. Box 14700, Portland, OR 97293-0700. Applications, must be postmarked by August 6, 1999, to be considered. Assisted access to Multhomah 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."

#### Wilsonville Heights

30125 SW Brown Rd. Wilsonville, OR 97070 (503) 682-3336



#### Education

Education/Development Specialists (two positions) needed for alternative school providing GED and employment Training for youth age 16-21. Responsibilities include developing and teaching GED, basic skills, employment, and life skills curriculum and case management of youth in combined GED/ employment training program. Oregon teaching certificate required. Starting salary range \$26,500-28,500 + excellent benefits. Please submit cover letter and resume Attn: Operations Manager, Youth Employment Institute, 1704 NE 26th, Portland, OR 97232. Position closes 7/30/99 at 5:00pm. We value diversity. EEO

#### Janitor

The Vancouver Housing Authority is recruiting for a half time Janitor to perform a variety of cleaning and janitorial tasks in Housing Authority owned buildings. May be assigned

#### Education Day Care/Family Development

Supervisor needed for alternative school providing GED and employment training for youth age 16-21. Responsibilities include supervision of on-site day-care operations. Demonstrated experience providing infant and toddler care, three years exp. Preferred. AA degree in early childhood or closely related field or combination of training and experience required. Starting salary \$23,999 + excellent benefits. Please submit cover letter and resume Attn: Operations Manager, Youth Employment Institute, 1704 NE 26th, Portland, OR 97232. Position closes 7/30/99 at 5:00pm. We value diversity. EEO

#### Janitorial

- **Holman Building Services** Immediate openings for Floor Care Technicians.
- Full time w/overtime & benefits. Must have good driving record and in a job well done.

# The Portland Observer

#### **Moving To Work Case** Manager

#### Vancouver Housing Authority

Immediate opening. Responsible for enforcing lease agreements and rent collection, interpreting complex program requirements and applying them to specific situations, resolving tenant related problems and complaints, interviewing clients to determine continued eligibility, assessing job readiness, developing and implementing a "Moving to Work" agreement, computing rent, maintaining files and paperwork for a caseload of tenants.

Requires graduation from a four-year college or university with a degree in one of the social sciences or related field and two years progressively responsible experience or an equivalent combination of education and experience. Must have knowledge of caseload management and eligibility determination. Starting salary \$2322 per month; excellent benefits. Call (360) 694-2501 or (503) 289-5593 to request required application materials. Resumes without applications will not be accepted. Completed applications must be received by 5:00 p.m. Monday, August 2, 1999. Vancouver Housing Authority, 2500 Main Street, Vancouver, WA 98660. Equal Opportunity Employer

#### **Portland State University**

Portland State University is searching for a Director of New Student Programs. Responsibilities include recruitment, enrollment planning and implementation, assistance in new student orientations, management of student database. Requires Master's degree, five years college recruitment, admissions and/or related experience, including professional staff management. Review of files begins August 13-Position open until filled. Appointment is effective September 15, 1999. For application packet contact:

Director of New Student Programs Search

PO Box 751

## Portland State University promotes equal

### Therapist

Multi-cultural CMHC seeks clinician to provide assessment, Rx plans, Blum, 3716 NE MLK Jr., Portland, OR 97212 or Fax (503) 288-8168.

## Dog Control Officer 1

........................

Volunteers of America of Oregon, a not-

with a 102-year history serving this com-

PROGRAM ASSISTANT

Vork 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 seniors in maintaining independence in the community. CNA pre-

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

ons, available. \$8.00/hour and excellent benefits. losing date July 23, 1999. Send resume, or stop by

to fill out an application, at Volunteers of America of Oregon, Inc., 537 SE Alder Street, Portland,

VOLUNTEER AND COMMUNITY EDUCATION COORDINATOR

mestic Violence program recruiting for experienced,

organized coordinator of our volunteer and community

cation component. Responsibilities include volun-

teer recruitment and training, supervision of staff and

olunteers, program development, community network ng, and oversight of community education and train-

g. Reg: domestic violence advocacy exp., computer

address how you meet the following requirements (one or more must be true): you are from a community of

color, you have experience with diverse populations, you are bilingual, or you are bicultural. Salary \$22-25K,

Leading multi-purpose tool company

needs help for year-end packaging

and assembly project. Located near

the airport at Leatherman Tool

Group, Inc. Shifts are M-F; day and

swing with possible Saturday work;

NOT on busline. Must have

production experience. Call

Express (503/254-1200) or apply

at a special Leatherman Job Fair

On Thursday, July 29th at the Urban

League (3034 NE MLK Blvd). Walk

Equal Opportunity Employer. Express Personnel Services

Instruction And Research Services at

Portland State University is always

looking for ways to better serve the

Faculty, Students, and Staff. Join

our technical team in an enjoyable

environment. Review of applications

will begin July 23, 1999. The position

For information on this position,

please visit rams.pdx.edu/jobs or call

PSU is affirmative action/equal opportunity

institution and encourages applications from

Jackie Morgan at 503-725-3588.

will remain open until filled.

Instructional Designer

\$40 - 52K

women and minorities.

Packagers/Assemblers

Volunteers of America

iteracy, public speaking/training skills, exp. in vol ngt., ODL and reliable vehicle. Cover letter MUST

ull benefits. Join a growing program in an ext

Resume/cover letter by July 30, 1999 to Kris Billhardt,

VOA Family Center Outreach, 6819 SE 82nd Ave.,

Equal Opportunity Employer

ins welcome!

Portland, OR 97266.

A United Way Agency

social change pos

Oregon 97214, referencing ADC.

for-profit social services organization

munity, has the following positions:

#### \$2162-\$2731 per month Clackamas County has a vacancy for

a skilled person to enforce dog control laws, handle dogs and provide customer service. Must possess valid driver's license and be able to lift 75 pounds. Knowledge of dog handling, animal diseases, and record keeping are required. Compressed work week of 4 days a week (37.5 hrs/wk) including Saturdays. County Employment Application Required. Application materials available at Clackamas County Personnel, 900 Main Street, Oregon City, OR 97045, (503) 655-8459 or download an application from our web site http:// www.co.clackamas.or.us/ personnel/jobs.html. Closing date August 2, 1999, 5:00 PM. EEO Employer

#### **Human Resources Assistant**

Nell Kelly Co., a Portland-based design-build general remodeling contractor and cabinet manufacturer, seeks a fulltime HR administrative assistant, General HR experience and great PC skills required. HR education a plus. Experience with benefits, workers' comp., scheduling/training program coordination a plus. Neil Kelly is one of Oregon Business Magazine's 100 Best companies to work, and is a national winner of the Better Business Bureau's Torch Award for Marketplace Ethics. Send cover letter including salary requirements and resume to: Julia Spence, Human Resources Manager, Neil Kelly Company, 804 North Alberta St., Portland, OR 97217 e-mail to: or jbspence@neilkelly.com

- McMenamins now hiring FT Pubstaff, Dining Servers, Fine Housekeeping, Front Desk, and PT Bartender for our Edgefield location. Also hiring FT Servers and Hosts at our Kennedy school location and Cooks for downtown. Must be at least 21 yrs. to apply for Pubstaff, Server, and Bartender positions. We offer excellent benefits and wages! Apply at any McMenamins location or on line at www.mcmenamin.com No phone calls please. E.O.E
- 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

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

Make the move that pays.

Page B6

Earn extra income, insurance and retirement benefits. Sharpen your career skills, and get advanced training, or qualify for over \$9,000 toward your college expenses. For one weekend a month and two weeks a year, make the move that pays off. For information, call:

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

AIR FORCE RESERVE ABOVE & BEYOND

www.afreserve.com APN 10-908-0030

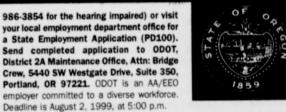
ST CEN Parking Facility ARKING Operator Immediate opening for full and

- 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 1:00 PM daily at City Center Parking at 215 SW 6th.

Night Club Bar Manager, must be experienced & self motivated for high volume nightclub. Must have cost control experience & proficient in MS Office. Imperative to have strong people skills. Fax resume/ salary requirements to Panorama @ 503-226-7031



DEPARTMENT OF HUMAN RESOURCES

**Ruth Toba, Secretary** 

**PSU Office of Student Affairs** 

Portland, OR 97207-0751 (503) 725-5341

opportunity for all individuals without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

# Mental Health Case Mgr/

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 resume & cover letter to CCMH. M.

to perform ground work and minor repairs as needed. Competitive wage, excellent benefits. Application materials are available at the VHA Administrative Office, 500 Omaha Way, Vancouver, WA 98661, or by calling (360) 694-2501. Closes 5:00 p.m. Monday July 26, 1999.

Equal Opportunity Employer

#### Office

A CALLER A

Administrative Assistant needed for alternative school providing GED and employment training for youth age 16-21. Responsibilities include reception, record-keeping, maintaining professional office environment, and secretarial support to staff. Working knowledge of word for windows and databases required. Experience working with adolescents preferred. Starting salary \$23,000 + excellent benefits. Please submit cover letter and resume Attn: Operations Manager. Youth Employment Institute, 1704 NE 26th, Portland, OR 97232. Position closes 7/30/99 at 5:00pm. We value diversity. EEO.

#### Salmon Corps

Salmon Corps is looking for young adults (ages 18-25), to serve the Portland community by restoring salmon habitat and watersheds. Learn about environmental and social issues facing the Northwest and be a part of the community solution. Service begins October 4, 1999 and runs 11 months. Members learn life, job, conservation, teambuilding and leadership skills; receive up to 18 college credits, a GED or high school diploma if needed, child care, health care, a \$4,725 education scholarship, and a living stipend. Please call Mikael Kuhn @ 503-249-0820 for further information and an application or stop by the office: 2030 NE MLK Jr. Portland, OR 97212. Applications must be submitted by 5 p.m. on August 13.

#### Accounting Assistants -A/P And A/R

Detail oriented. Comfortable in fastpaced office. Non-profit and MAS90 experience preferred. Resume: Northwest Housing Alternatives, 2316 SE Willard St., Milwaukie, OR 97222. Attn: Dir. Of France; fax: 654-1319.

Apply at 2801 SW 9th Ave. between 9AM and 5PM, M-F or call 236-2092

#### 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 uninsurable 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:

#### Group Accountant I (Job #3174)

In this entry-level position, you will be responsible for performing accurate and timely eligibility and reconciliation tasks for 350-600 groups. This will include generating group bills; coordinating eligibility changes with subsidiaries; monitoring and pursuing aged accounts; and ensuring cash is processed through daily reconciliation. Requires a High School diploma, GED or equivalent, and previous office and accounting experience. College level accounting courses are desired. Must have strong verbal and written communication skills and be a team player with the ability to work well with all levels of employees, and identify and prioritize work to meet deadlines.

#### Medical Management Coordinator

(Job #2575) We're currently experiencing high growth due to a recent business acquisition and have several exciting opportunities available! As a Medical Management Coordinator, you will perform advanced medical case assessment, management and intervention which includes pre-authorization, as well as concurrent medical review. You will oversee medical care provided to subscribers to comply with company quality assurance, utilization review and case management policies and procedures. You must have a current Oregon RN's license and at least 3 years' active practice in a hospital setting or recent pre-certification experience. You must have knowledge of current medical and nursing standards of practice and a valid Oregon or Washington driver's license with a good driving record. The ability to exercise independent judgment and initiative is necessary, as is the ability to handle multiple tasks simultaneously and prioritize workload. Experience with the following would be helpful: utilization review, quality assurance, discharge planning, home health care, or HIT.

Assistant Auditor

#### (Job #3202)

As the entry level member within the Medicare Reimbursement and Audit Department, you will be responsible for performing desk reviews, field audits, and finalizations in accordance with generally accepted accounting principles (GAAP), federal regulations, and approved Health Care Financing Administration (HCFA) procedures. Duties will include performing assigned audit procedures; preparing necessary work papers to document audit findings; and obtaining knowledge of the providers' accounting systems; and perform audits at providers' facilities. Requires a Bachelor's degree in Accounting, Previous work experience in accounting or health care services is a definite plus. Ability to develop working knowledge of the Medicare cost reporting forms as well as become familiar with generally accepted accounting principles, reimbursement regulations, manuals and other directives issued is necessary.

#### **Production Control Operator** (Job #3375)

You will be responsible for outgoing manual mass mailing, pre-assembly and mailing of Individual Literature packets, and processing special mailing projects and miscellaneous forms as needed. Duties will include operating, controlling and monitoring the Master Mailer inserting machine; documenting and reporting problems with daily production; and maintaining sufficient amount of postage in meters. Requires a High School education, GED or equivalent, a valid driver's license and previous experience working on postage meters. Excellent attendance and the ability to maintain a flexible work schedule necessary. Must be able to lift up to 50 pounds.

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 emp

> 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

#### Systems Analyst

#### Information Systems Specialist 6

Systems Analyst with application development focus wanted in Salem! Construct, debug, document and incorporate changes into program code for computer software applications systems. Develop program specifications. Conduct various tests. Consult with customers. Develop automation projects in support of customer business goals and needs. Communicate project results to customers, managers and team members. Requires 4 years of mainframe system development experience. ODOT offers salaries of \$36,984 - \$51,180 annually, plus excellent benefits: sick, vacation and holiday pay, medical/dental insurance, PERS retirement, etc. E-mail your resume to experience.IT@odot.state.or.us. In the e-mail subject lin include OCDT9071A or fax it to ODOT, Attn: OCDT9071A, (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.hr.das.state.or.us/is/. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is August 9, 1999.

#### Associate Transportation Engineer Designer/Drafter

Designer/Drafter with excellent communication skills and an interest in transportation is needed for our Region 1 Design Unit in Portland. Using CADD and conventional methods, you will perform project development and technical design work on small to medium-sized projects, assist in designing more complex projects and draft complex projects. You will also participate on project teams; write reports and may conduct meetings to explain project details during project development. Ability to represent ODOT in contact with the public and other government agencies is essential. Requires a Bachelor's degree in Civil or Transportation-related Engineering; or a PE (Civil or Transportation), PLS, FE/EIT or FLS/LSIT. Salary \$2,622 - \$3,752/month + excellent benefits: health insurance; paid vacation and sick leaves; 10 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT9357. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.oregeonjobs.org for announcement and application. ODOT is an AA/EEO employer committed to a diverse orkforce. Deadline is August 9, 1999.

#### **Program Technician 1 Community Affairs Coordinator**

Capitalize on your public relations and communication skills for this position with our Region 1 Community Affairs Unit in Portland. Working closely with project teams, you will assist in designing and implementing effective strategies and outreach communications plans to help avert adverse effects on residents, businesses and traffic during ODOT construction and maintenance projects in the Portland Metro Area. Ability to write informational literature, speeches and multimedia presentations and maintain positive relationships with the community is critical for success in this position. Requires three years of experience administering or coordinating parts of a project or program related to public relations or communications. A Bachelor's degree in Business, Management, Communications, Public Affairs or a related field may substitute for two years of the experience. Salary \$2,399 - \$3,346/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT9372. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired) or visit www.oregonjobs.org for announcement and application. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is August 9, 1999.

#### Highway Maintenance Specialist Milwaukie Bridge Crew

Make the most of your maintenance, equipment operation and team skills for this permanent position based in Milwaukie. As a member of the Bridge Maintenance crew, you will perform manual labor or equipment operation necessary to repair, maintain and preserve wood, steel and concrete bridges in the Portland Metro Area. Requires two years' experience performing roadway/landscape/bridge/drawbridge maintenance or operating heavy and light motorized equipment, using hand and power tools and performing traffic control/safety. Trade skills such as structural welding, carpentry and concrete preferred. Must have a valid driver's license and a good driving record; Class A CDL preferred. Salary \$1,898 -\$2,638/month, depending on experience or training, plus excellent benefits. Final applicants must pass drug screen and physical abilities test. Contact ODOT Recruitment at (503) 986-4030 (TTY (503)

#### 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 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 web site at www.oregonjobs.org. Closing date is July 26, 1999.

#### DEPARTMENT OF CORRECTIONS Principal Executive/Manager B **Physical Plant Manager**

This position is located in Salem and is responsible for managing the Physical Plant Operations at Santiam Correctional Institution and Mill Creek Correctional Facility. Requires five years' experience in lead work, supervision, staff-technical or professional-level work related to Physical or Industrial Plant maintenance. Salary is \$2,717 to \$4,024 a month, plus excellent benefits. Job Announcement #LE990629 and State of Oregon application may be obtained through any Oregon employment department or call (503) 378-6013 or visit our web site at www.doc.state.or.us. Closing date is July 27, 1999.

#### DEPARTMENT OF JUSTICE **Government Services Section** Attorney

There is a vacancy for an Attorney in the Government Services Section of the General Council Division in Salem. Duties include providing general counsel services primarily to the Oregon State Lottery. May represent agencies including Oregon State Police, Department of Corrections, Oregon Youth Authority, Department of Transportation and Secretary of State. Must be an OSB member. Salary is \$3,240 to \$4,348 a month, DOE. For full job announcement, call (503) 378-5555 ext. 321 (TTY (503) 378-5938 for the hearing impaired) or visit our web site at www.doj.state.or.us. AA/EOE. Deadline is July 29, 1999.

#### OREGON STATE UNIVERSITY **Facilities Services Design Services** Manager

OSU, Department of Facilities Services, is a customer service oriented maintenance organization with a vision and record of continuous improvement. Our Department is a leader nationally in the facilities management arena. Here is an opportunity to join forces with a forwardlooking department. We have an opening for a Manager of Design Services with a verifiable record of excellent customer service and outstanding performance. This managerial position is responsible for supervising the in-house team of project coordinators/designers and students. The position oversees the use of consultants to assist in-house design capability. This position must also be knowledgeable about mechanical, electrical, structural and architectural systems in the campus facilities, and their impacts on renovations and minor improvement projects. A Bachelor's degree in Engineering, Architecture or a related field is required. A minimum of one year experience in supervision, project management or management responsibilities within a construction related design firm is preferred. Proficiency in the use of a personal computer and a working knowledge of scheduling software and AutoCAD is preferred. You must have demonstrated significant leadership experience and ability, good customer service skill, and skill in communicating effectively in writing and oral expression. Position is a 12month, fixed term, unclassified appointment, renewable. Submit letter, cation and references to Nina Stagner-Phillips, 100 Adams Hall, Corvallis, OR 97331-2001, or call (541) 737-7670 for more information. OSU is an AA/EEO employer and has a policy of being responsive to dual-career needs. Application materials will be received until 5:00 p.m., August 6, 1999; however, applications will be accepted until the position has been filled.

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.