Multnomah County

is currently recruiting for the following positions:

Health Department

Health Information Specialist II Tobacco Prevention Program Full-time; \$13.99 per hour. Apply by August 13.

Health Information Specialist II HIV/STD and Hepatitis Prevention and Testing 3 Positions; full-time; \$13.99 per hour. Apply by August 13.

X-Ray Technician 4 Positions; full-time; \$13.12 - \$15.04 per hour. Apply by August 20.

Health Services Administrator **Primary Care** Full-time; \$47,670 - \$66,739 annually. Apply by August 20.

Health Clinic Operations Supervisor **Primary Care** Full-time; \$31,265 - \$43,771 annually. Open Until Filled.

Community Health Nurse (RN) Billingual English and Spanish Preferred Various Positions; full- and part-time; \$17.81 to \$23.92 pr hour. Open Continuous.

Community & Family Services

Regional Crisis Manager **Developmental Disabilities** \$41,892 - \$58,648 annually; Exam 900808. Apply by August 20.

Training And Organizational **Development Analyst** \$38,003 -53,204 annually; Exam 967004. Apply by August 20.

Data Analyst Contract and Evaluation Services \$16.88 per hour; \$16.88 - \$20.65 full range; Exam 607302. Apply by August 13.

Administrative Qualifications Coordinator Contract & Evaluation Services \$13.99 per hour; \$13.99 - \$16.13 full range; Exam 602015. Apply by August 20.

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: MultnomahCounty 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.



Accounting

Accounting Technician I The Vancouver Housing Authority

is currently accepting applications for the full time position of Accounting Technician I. The primary responsibility of this position is for Bank Reconciliations and Requisitions of funds. Prepares, reviews and verifies data and source documents associated with these functions. Generates computer reports and interprets information, as required. Maintains good working relationships with other agencies and VHA staff. Salary range \$1993-2823 per month, excellent benefits. Requires knowledge of accounting and office procedures as typically acquired in a two-year curriculum at a community college or equivalent work experience and experience in complex bank reconciliation work. Telephone (360) 694-2501 to request application packet or e-mail request to cindies@teleport.com. Resumes without applications will not be accepted. Completed applications must be received by Monday, August 23, 1999, Vancouver Housing Authority, 2500 Main Street, Vancouver, WA 98660. **Equal Opportunity Employer**

Customer Support Representative

Ceres Behavioral Healthcare Systems, a Managed Behavioral Healthcare Organization that is an Affiliate of Magellan Behavioral Health, a national behavioral healthcare company, is accepting applications for clinical support specialist positions.

Responsibilities include providing support services to mental health clinicians including benefit verification and appointment scheduling. Includes telephone contact with clients. Strong computer skills required. Customer service background and experience with health insurance preferred.

Ceres offers competitive salaries, a benefits package including 401K, plus a great working environment. Qualified applicants are invited to send resumes to:

Ceres Behavioral Healthcare Systems, LLC Attn: Human Resources 921 SW Washington Street, Suite 550 Portland, OR 97205 Fax: 503/219-6892

E-mail: jharvey@magellanhealth.com **Equal Opportunity Employer**

THE CITY OF PORTLAND SEEKS MANAGER

The Metropolitan Human Rights Center (MHRC) is an important program component of the City of Portland's Office of Neighborhood Involvement (ONI). The available position is a City Civil Service job and reports directly to the director of the Office of Neighborhood Involvement. The position will manage the City/County human rights program operated by the City Of Portland and funded jointly by the City and Multnomah County. Specific work includes identifying needs and designing a program related to human and civil rights in the City and the County; developing and implementing an action plan for MHRC; supervising current staff; working with elected leaders, City and County managers, and neighborhood and community groups and individuals to promote human rights; and coordinating activities with ONI's refugee and immigrant program.

Approximate Monthly Salary: \$3,709 to \$4,739

Feel qualified? Pick up an application packet at our application center in the Portland Building lobby, 1120 SW 5th Avenue or call Pete Kelly at 503/823-3529 to receive an application packet by mail. Applications must be received no later than 4:30PM on Tuesday, September 07, 1999 An Equal Opportunity Employer

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\$2.99 per min.

Must be 18 yrs. Serv-U (619) 645-8434

Elementary Programs Coordinator

Non-profit, feminist agency seeks qualified applicants for Elementary Programs Coordinator. Public speaking, computer skills, & an understanding of domestic violence and child abuse required. Bilingual/Bicultural Spanish skills a Plus. 40 hrs/wk at \$10/hr with excellent benefits. People of color encouraged to apply. Community

Advocates 280-1388. Closes Aug. 25.

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Management

Any bank can offer job satisfaction. We offer something more.

At Washington Mutual, we provide the best customer service in the industry. And our enthusiastic customers make working here feel pretty good. But that's just the beginning. We also offer great benefits, incentives, and plenty of opportunities for advancement. So, take a closer look at Washington Mutual.

Pace-Management Trainee

Washington Mutual Bank, a premier financial institution and eighth largest bank in the country, has exceptional opportunities for professionals interested in pursuing sales-oriented careers.

Learn state-of-the-art sales techniques, business concepts, and Washington Mutual's products and services. The first portion of the training is spent learning and utilizing skills at various financial centers. The last portion is devoted to enhancing your knowledge while working as a management intern in a financial center. Upon satisfactory completion of the program, you will have opportunities to pursue management positions in Washington Mutual Financial Centers.

Requirements: Willingness to relocate within 12-15 months after selection, and 2-3 years sales and retail work experience. Previous experience in finance/banking highly desired. A valid driver's license is required. Availability to work extended hours a must, including Saturday and possible Sunday hours.

Compensation during this 12-15 month training program includes salary of \$1,856-\$2,320 per month DOE and participation in our comprehensive, flexible benefits program.

If you are interested in this challenging career opportunity, please mail the following documents postmarked by August 20, 1999, or submit to Human Resources by 5pm, August 20, 1999: 1) completed Washington Mutual application packet. This can be obtained at any Washington Mutual Financial Center. 2) Current resume. 3) A descriptive paper on a real situation in which you used your sales and/or leadership ability. Explain the strategy and the outcome. The paper should be typed, double spaced, and no longer than one page. 4) Two names and phone numbers of current or past employers as references.

Send to: Washington Mutual Bank, Attn: PACE - Management Trainee Program, Human Resources Dept., 1191 2nd Avenue, Seattle, WA 98111

NO PHONE CALLS PLEASE. Only those selected for an interview will be contacted. Only completed packets will be processed. Equal Opportunity

1 (800) 952-0787 - Nationwide Jobline

Information System

Network Administrator

The Vancouver Housing Authority is

currently accepting applications for the

position of Network Administrator. This

position receives supervision and

direction from the director of Finance

and MIS. This position performs analytical

duties in the implementation and

administration of the Authority's WAN

and LAN systems; to install, configure,

test and support a variety of network and

personal computer hardware, software,

components and devices; and to provide

training and support to end users.

Maintaining good working relationships

with other agencies and VHA staff.

Requires three years of progressively

responsible experience in development,

maintenance and administration of LAN

systems. Bachelor's degree or equivalent

university with major course work in

computer science, network engineering

or a related field is highly desirable.

Salary \$3458 to \$4518 per month;

excellent benefits. To request required

application materials e-mail

cindies@teleport.com or call (360) 694-

2501 or (503) 289-5593. Resumes

without applications will not be accepted.

Completed applications must be received

by 5:00 p.m. Monday, August 23, 1999.

Vancouver Housing Authority, 2500 Main

Equal Opportunity Employer

Street, Vancouver, WA 98660.

Help Wanted

Work From Home!

1-888-957-3206

F/T P/T Free Information

Washington Mutual

Police Officer

City of Milwaukle, Oregon (located within the Portland Metro Area, pop. 20,250). Certified Officer Salary Range: \$2917 - \$3723/mo. D.O.Q., plus excellent benefit package. Recruitment is open to only qualified personnel with a law enforcement background that are currently certified Police Officers; or individuals who are members of a law enforcement reserve unit, having successfully graduated from a reserve training academy. Work consists of patrol of assigned areas, traffic regulation, accident and criminal investigation. Responsible police work in the protection of life and property through the enforcement of laws and ordinances, with emphasis on community policing. Requirements: Ability to work without direct supervision in emergencies, exercise co judgment and skill in investigation and prevention of crime. Be US Citizen; minimum 21 yrs of age; H.S. Grad or GED; not have been convicted of a felony; have valid area drivers license; be able to pass physical agility, medical exam, psychological exam, extensive background check and drug screening test. Application materials include a completed City job application and certification form. Contact Cynthia (503) 786-7507, TDD # 786-7555, or nagyc@ci.milwaukie.or.us for packet. Application materials must be received by the City of Milwaukie, Human Resources at 10722 SE Main Street, Milwaukie, OR 97222, no later than 4 PM, Monday, August 30, 1999. Fax# (503) 652-4433. Prior to hiring, applications must satisfactorily complete a drug test. All qualified applications are encouraged to apply. EOE.

Operations Supervisors

Salem Area Mass Transit is looking for individuals to provide front-line supervision for bus drivers. Persons in these positions may also have dispatching and training responsibilities. Starting wage \$16.69 per hour. Write or call 503-588-2424 for official District application form and detailed vacancy announcement. Send completed application form to Human Resources Division, Salem Area Mass Transit District, 3140 Del Webb Ave. NE Salem, OR 97303. Applications must be received by District by 5:00 p.m. August

An equal employment opportunity employer

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,

that pays.

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



www.afreserve.com

Lolumbia Sportswear Company® **Shipping Coordinator**

Rivergate Distribution Center

Provide training and support for new employees in policies and procedures, safety and operations in the Shipping Department. Oversee equipment and personnel needs to accomplish assignments. Assist department supervisor in day to day functions and overall production goals. Two years experience in a distribution center, including computer experience.

Shipping Supervisor

Rivergate Distribution Center

Supervise the shipping department and its employees. Includes scheduling to ensure adequate department coverage monitoring work flow and adjusting it as needed and anticipating changes. Three to five years experience in warehouse operations in progressively responsible positions. Possess intermediate computer skills including working knowledge of PC software such as word processing and spreadsheet applications. Previous Supervisory experience preferred.

Please send resume to: Columbia Sportswear Company, Human Resources, Dept. RVGCRD or RVGSPV, Box 83239, Portland OR 97283, or Fax to: (503) 735-4597.

Equal Opportunity Employe

Research Assistant for a project being conducted in N and NE Portland to promote success in middle school and strengthen the connection between families and schools. Pay is \$8.95 per hour. Must enjoy working with people and diverse cultural populations. Interviewing experience preferred. Four years college or equivalent combination of experience & training in research or related field. 10-20 hours per week. Must have open and flexible schedule for afternoon; evening, and weekend work. Driver's license, car, and insurance required. Call 282-3662 to have application sent or mail letter of intent and resume by Friday, August 20th to: Project Alliance, Attn: Mary P., 2738 NE Broadway, Portland, OR 97232. EEO/AA.

Front Desk - Reception

Part-time. Bi-lingual Spanish/English. 3 years experience in office setting preferred. Detail and multi task oriented, computer experience. Applications available: Albina Head Start 3417 NE 7th Portland, OR Closing date 8/12/99.

Make the move

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

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Volunteers of America of Oregon, a notfor-profit social services organization with a 102-year history serving this community, has the following positions in our Domestic Violence Program:

CHILDREN'S SERVICES COORDINATOR

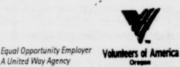
Responsible for overseeing our children's program including advocacy and direct service with young survivors of domestic violence and their mothers who reside in our shelter, community networking and edu-cation, program development, supervision of chilcation, program development, supervision of chil-dren's program staff, facilitation of support groups for children and assisting in the development of children's outreach services. Requires domestic violence advoca-cy exp. background working with children and knowl-edge of child development. edge of child development; supervisory and program development exp.; ODL and reliable vehicle. Salary \$22-25K, with full benefits.

ADMINISTRATIVE ASSISTANT

This half-time position will be responsible for billings database, and misc. support tasks. Flexible hours, opportunities to apply skills to support a social change program. Requires excellent computer skills, office skills, good communication skills, ability to self-direct, ODL and reliable vehicle. \$10/hr., plus benefits.

Cover letters MUST address how you meet one or more of the following requirements: you are from a community of color, you have experience with diverse opulations, you are bilingual, or you are bicultural. Resumes/cover letters by Aug. 20, 1999 to Kris Billhardt, VOA Family Center

Outreach, 6819 SE 82nd Ave, Portland, 97266.



Work for One Tough Mother Columbia

A United Way Agency

Columbia Sportswear Company has proven that quality construction, engineering and innovation in sports apparel is a formula for success. Join our Distribution Center in the following

Business Analyst Trainee -Rivergate work with teams to implement changes to programming systems. Requirement: Bachelors degree in Business, emphasis on Production Management preferred. Minimum of two to three years experience in progressively responsible positions providing management support by analyzing business processes. Experience must include one to two years providing medium to advanced level computer operations support, including familiarization with facility equipment (RF, Termservers, etc.) Warehouse operations experience strongly preferred.

Columbia Sportswear offers competitive compensation/benefits package, and a business-oriented team environment.

Please send resume and salary history to: Human Resources, Dept. BARVG, PO Box 83239, Portland OR 97283, or FAX to: (503) 735-4597. Equal Opportunity Employer.



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

OREGON DEPARTMENT OF TRANSPORTATION

Transportation and Land Use Specialist

two immediate vacancies in Salem. These positions are key in identifying areas suitable for urban growth management methods to pursue transportation objectives. Positions have responsibility for formulating and executing the Transportation Growth Management program within a designated region. This includes establishing goals and priorities, formulating strategies and ensuring that they are accomplished. These positions also have responsibility for monitoring, analyzing and managing he Region's participation in the Periodic Review Process. Requires a Bachelor's degree in Urban or Regional Planning, Public Administration Social Science, Civil Engineering, Architecture or a related field and two full years of complex planning experience; OR a Master's degree in one of the fields identified above and one full year of complex planning experience; OR five years of planning experience. Two of the five years must have been performing planning at a journey level having responsibility for complex plans or studies. Salary \$3,189 - \$4,567/month + excellent benefits: health insurance; paid vacation and sick leaves; 9 paid holidays; and full employer-paid retirement contribution. Announcement #OCDT9334. 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.

adline is August 27, 1999. **OREGON DEPARTMENT OF**

ADMINISTRATIVE SERVICES Transportation, Purchasing and Print Services Division

Principal Executive/Manager A **Publishing and Distribution Production Manager**

The Department of Administrative Services, Transportation, Purchasing and Print Services Division, is seeking an experienced Publishing and Distribution Production Manager. This position is located at the State's central Publishing and Distribution facility in Salem. It manages the day shift production staff in the central facility. Requirements are four years' experience in lead work, supervision, staff-technical or professional-level work in the field of printing AND/OR mailing industries. This experience must have included participation in the management of a program, section or unit including one or more of the following areas: a) development of program rules and policies,

b) development of long- and short-range goals and plans, c) program evaluation, or d) budget preparation. A Bachelor's degree or courses in a field related to management such as Business or Public Administration may be substituted for up to three years of the required experience. Salary is \$2,464 to \$3,641 a month. For a detailed Job Announcement, #LE990590A, contact your



nt office, visit the State web at www.o (503) 378-4688. Closing date is August 26, 1999.

DEPARTMENT OF HUMAN RESOURCES The Office of Medical Assistance Programs Principal Executive/Manager D Oregon Health Plan Budget Manager

The Office of Medical Assistance Programs, Department of Human Resources, is recruiting for an innovative and energetic person to be the Oregon Health Plan Budget Manager. This position is located in Salem and is responsible for managing a five-member budget team, representing the agency across the department, interacting with a wide range of stakeholders including Health Plan contractors, professional associations, and advocacy groups related to budget development, forecasting and monitoring of the programs budgets for the Oregon Health Plan (OHP), non-OHP, and the Children's Health Insurance Program (CHIP). To qualify, you must have six years' experience in supervision, staff-technical, or professional-level work. This experience must have included at least years' of supervision and management of a program section or unit which included: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation. A Bachelor's degree or courses in a field related to management, such as Business, Public Administration or a field related to the program of the employing agency may be substituted for up to three years' required experience, but will not substitute for the two years' specialized experience. Salary is \$3,469 to \$5,132 a month. To app ement #LE990723 and a State of Oregon a web site at www.oregonjobs.org. Send or deliver your application materials to: Department of Human Resources, Recruitment Unit, 500 Summer Street NE - 4th Root, Salem, 0005 or you may fax your application materials to either (503) 378-2245 (503) 378-8463, or (503) 378-3689. The Department of Huma

to a diverse workforce. Closing date is 5:00 p.m. on August 23, 1999

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