

# Classifieds/Bids

## EMPLOYMENT

235 General **X**

**Residential Remodeling Design - Entry Level**  
Neil Kelly Co., a nationally recognized design/build remodeling firm, has an immediate opening in its Remodel division. Trainee position potentially leading toward either design associate position or commissioned residential remodeling sales. Degree in interior design, interior architecture, or housing required. Board drafting required. CAD experience a plus. Waged entry level position with benefits. Job description available on request. Send resume and cover letter to: Diane Stark, Human Resources Dept. Neil Kelly Company, 804 N. Alberta St., Portland, OR 97217 or email to [dstark@neilkelly.com](mailto:dstark@neilkelly.com).

**Executive Assistant to the Dean.** The College of Liberal Arts at Oregon State University invites applications for a key position in its executive offices. This position provides executive support to the individual who is dean of the College and works collaboratively with department chairs and staff in academic departments and units. The position requires a combination of education in relevant disciplines and experience in progressively more responsible executive or administrative support roles. \$30,000 to \$34,000. For a detailed position description, specific qualifications, and information on how to apply, contact the Office of the Dean, College of Liberal Arts, 207 Social Science Hall, Corvallis, OR 97331, (541) 737-4584. Completed applications must be received at the same address by 5 p.m. January 31, 2000.  
OSU is an AA/EOE, with a policy of being responsive to dual-career needs.

**City Of Portland Environmental Services Manager**  
\$5,103-\$6,519 Monthly  
Deadline To Apply  
Monday, January 10, 2000  
The City of Portland is accepting applications for an Environmental Services Manager (Endangered Species Act (ESA) Specialist) responsible for ESA management including the development and implementation of overall program direction and policy for the City-wide ESA Program. The Manager will develop Portland's response to the recent listings and serve as the City's policy representative in local, state, regional, and federal forums on the ESA and its implications and implementation. The position will actively coordinate with the National Marine Fisheries Service, other federal and state agencies, local/regional governments in the Willamette and Columbia Basins to respond to the requirements. Call D'Norgia Price at (503) 823-7589 for additional information. The City of Portland is an Equal Opportunity Employer.

**Cooks, Bartenders and Security Guards** needed for various shifts at Cleo-Lilliann Social Club (CLEO's). Cal Xavier for appointment at 284-7150 between 1:00 pm and 4:00 pm.

**Manager/Instructor**  
501(c)(3), Aerospace based youth program. Extracurricular learning project with aviation focus for youth. 20 hour week. 503-292-4542



**COMMUNITY**  
**The Portland Observer**  
Call 503-288-0033  
**DIVERSITY**

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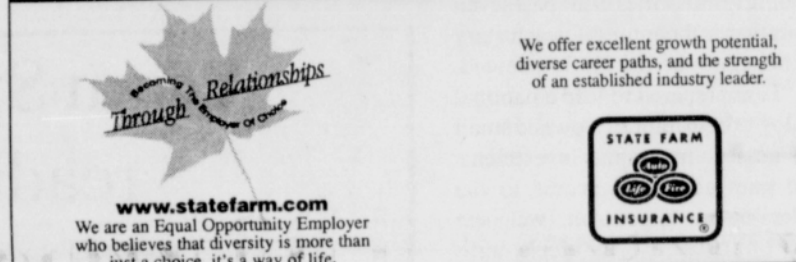
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**Claims Representatives**  
Learn to inspect property and casualty claims and analyze structural losses. Candidate should have an interest and ability to investigate, evaluate and negotiate claims. Candidate should also possess exceptional customer service and communication skills. A Bachelor's degree is desirable. Must be willing to relocate within the State of Oregon.

All interested candidates should forward a resume to State Farm Insurance, Attn: Human Resources Recruiter, 12400 SE Freeman Way, Milwaukie, OR 97222 or fax: (503) 794-5085.  
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We offer excellent growth potential, diverse career paths, and the strength of an established industry leader.

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We are an Equal Opportunity Employer who believes that diversity is more than just a choice, it's a way of life.

**Clerical**  
**Housing Management Staff Support**  
Vancouver Housing Authority  
The Vancouver Housing Authority is currently accepting applications for the position of Housing Management Staff Support person. The position performs clerical and record keeping duties for assigned assisted housing programs. This includes maintenance of tenant files, processing of verification of income and household status forms, initiation of review process, monitors completion of review process, monitoring of computer screens, file documents and signatures on leases and amendments. Maintains good working relationships with other agencies and VHA staff. Salary \$1676 to \$2373 per month; excellent benefits. To request required application materials please call (360) 694-2501 or e-mail [hrvha@vhausa.com](mailto:hrvha@vhausa.com). Resumes without applications will not be accepted. Completed applications must be received by 5:00 p.m. Tuesday, January 4, 2000. Vancouver Housing Authority, 2500 Main Street, Vancouver, WA 98660.  
Equal Opportunity Employer

**Sub-Bids Requested**  
Headworks And Control Building At Bull Run  
City Of Portland, Bureau Of Water Works  
(Demolition, Paving, Irrigation, Landscaping, Reinforcing Steel, Paving, Site Concrete, Masonry, Plaster, Finish Carpentry and Casework, Insulation, Metal Roofing and Sheet Metal, overhead Doors, Aluminum Entrances and Glazing, Gypsum Sheathing, Flooring, Painting, Acoustical Ceiling, Toilet Accessories, and Fire Protection)  
Bids Due Not Later Than 3:00 P.M. January 7, 2000  
The Natt McDougall Company  
16150 SW Upper Boones Ferry Road, Portland, OR 97224  
Phone: (503) 968-7552  
Fax: (503) 968-6761  
Oregon CCB #111237  
On Tuesday, January 4, 2000 representatives of NMC will be available for pre-bid discussions at our corporate office from 8:00 A.M. to 10:00 A.M. all other inquiries should be directed to our Estimating Department at the numbers given.  
Bid Documents are available at the following plan rooms, and at our corporate office:  
Construction Data/FW Dodge (503) 225-0200  
Daily Journal of Commerce (503) 272-0624  
Oregon Contractor (503) 650-0148  
Oregon Assoc. of Minority Entrepreneurs (503) 249-7744  
We are an equal opportunity employer, and request subbids from all interested firms including minority, women, and emerging small businesses.

**Sub-Bids Requested**  
333 SW Oak St.  
Apartment - Renovation \* Portland, OR  
Bid Date: January 5, 2000 \* 2:00 PM  
**SEABOLD**  
Construction Co. Inc.  
General Contractor  
9965 SW Arctic Drive  
Beaverton, OR 97005  
(503) 626-8060  
Fax (503) 626-0331 CCB #48023  
Plans Available at the above location. Contact: Ted Minton  
We are an equal opportunity employer and request sub-bids from all interested suppliers & subcontractors. Women, minority, disadvantaged owned businesses, emerging small business enterprises, low income businesses or subcontractors are encouraged to submit bids on this project.

The Multnomah County Health Department is currently recruiting for the following positions:  
• **Corrections Health Division Director (closes 1/7/2000)**  
• **Health Services Specialist - CLEAR Corps Program (closes 1/21/2000)**  
• **Social Worker Bilingual/Spanish (closes 1/21/2000)**  
Application materials and formal job announcements are available at: [www.co.multnomah.or.us/jobs/](http://www.co.multnomah.or.us/jobs/), in person or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Human Resources Division, 1120 SW 5th Avenue, First Floor Lobby, PO Box 14700, Portland, OR 97293-0700. Assisted access to Multnomah County job information and web site is available at Multnomah County Libraries.  
Multnomah County is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse community. Bilingual/bicultural candidates are encouraged to apply. An Equal Opportunity Employer



**State Office for Services to Children and Families. Statewide**  
RFA465-Attorney Services for Guardianship and Adoption-All Counties  
The State Office of Services to Children and Families requests applications in response to the following solicitation: Request for Applications #465.  
The Department of Human Services, State of Oregon, State Office for Services to Children and Families (SOSCF), is seeking to establish a list of qualified attorneys, to be available as needed by client families, to process guardianships and adoptions. One list will be developed as a result of this solicitation, with options for providing legal services for adoptions, guardianships, or both. Attorneys will be paid a set fee for providing these services: \$350.00 plus court costs and filing fees for guardianships, and \$425.00, which includes filing fee and birth certificate, for adoptions. Services are anticipated to be needed in all Oregon counties.  
For copies of the RFA, please contact Janice Colvin at (503) 945-5657. Open Date: 12-20-99 Due Date: 1-31-00 Due Time: 5:00 p.m.

**\*\*Invitation For Bids\*\***  
The Polk County Housing Authority (PCHA) will receive sealed bids for Pioneer Village Accessible Units until Wednesday, 3:30 p.m. on the 26th day of January 2000, at 204 SW Walnut, Dallas, Oregon 97338, at which time and place all bids will be opened and made public.  
The basic work includes: Accessibility modifications to four existing one bedroom dwelling units and two parking areas under a "lump sum" contract as shown on the drawings and as specified herein.  
All interested parties are encouraged to attend a pre-bid site meeting scheduled for 9:30 a.m. on Thursday, January 13 at Pioneer Village, 375 Taybin Rd., NW, Salem, OR 97304.  
Bid documents, including plans and specifications are on file at the PCHA; Salem Contractors Exchange, (503) 362-7957 (2256 Judson Street, Salem, OR 97302), Daily Journal of Commerce Plan Center, (503) 274-0624 (2840 NW 35th Ave., Portland, OR 97210), and Eugene Builders Exchange, (541) 484-5331 (860 McKinley Street, Eugene, OR 97402).  
Interested bidders may obtain one set of bid documents at the PNHA office, upon receipt of a \$20 deposit, which is refundable when documents are returned in good condition within 10 days of the bid opening. Additional sets may be obtained for a \$5 non refundable fee.  
A bid security of 5% of the bid is required as prescribed in the "Instructions to Bidders." No bidder may withdraw their bid after the hour set for the opening thereof until after the lapse of 60 days from the bid due date.  
The successful bidder will be required to furnish and pay for a satisfactory performance and payment bond or bonds.  
Attention is called to the provisions for equal employment opportunity, and payment of not less than the minimum salaries and wages as set forth in the Project Manual must be paid on this project.  
As required by the U.S. Department of Housing and Urban Development: Retainage is 10 percent not 5 percent; interest will not accrue on retainage; and bonds or securities may not be substituted as an alternate form of retainage.  
The PCHA may reject any bid not in compliance with the prescribed bidding procedures and requirements and may reject any or all bids and waive any informalities in the bidding.  
Polk County Housing Authority

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**Call Today** 503.288.0033  
**Facsimile** 503.288.0015

**RATES**  
\$11.50.....per column inch  
\$13.00.....per column inch and boxed  
\$15.00.....per column inch boxed and shaded  
\$14.00.....RFP/Bids  
\$90.00.....Sub-Bids (2 column by 3") each additional inch = \$10.00

**DEADLINE**  
All Classified Ads and Bids will be accepted up until noon, Monday.  
Via Post, e-mail, facsimile or in person at 4747 N.E. MLK Blvd