




# Classifieds/Bids

250 Office 

**Executive Director positions available for Knowledge Beginnings.** The newest schools in early childhood education are opening this spring in Hillsboro and Tigard. Qualifications include: BS degree (MS preferred) in Early Childhood Education, familiarity with NAEYC, strong staff development and administrative experience. Excellent salary and benefit package including, 401K, tuition reimbursement, and child care discounts and more. Also hiring professional teaching staff. Knowledge Beginnings is an equal opportunity employer. Send resumes with salary history and cover letter to:

Knowledge Beginnings  
5009 Campuswood Drive  
East Syracuse, NY 13057  
Attn: Vice President of Operations Development  
360-604-7092 (voice)



kbjobs@knowledgebeginning.com (email address)

**You Can Now Find Us On the Web!**  
http://  
[www.portlandobserver.net](http://www.portlandobserver.net)

**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.

**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 #11237

On Tuesday, January 4, 2000 representatives of NMC will be available for pre-bid discussions at our corporate office from 8:00A.M. to 10:00A.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.

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 Transportation Maintenance Coordinator 1 Bridge Maintenance Coordinator**

Leadership, communication, and bridge maintenance skills are critical for this challenging position with our Bridge Maintenance Crew in Portland. You will perform and supervise the maintenance, repair, reconstruction and strengthening of wooden, steel and concrete bridges as well as the repair of concrete culverts and PCC pavements and will provide administrative and technical support to the Transportation Maintenance Manager. Requires three years' experience in roadway, bridge, drawbridge, sign or landscape maintenance. Knowledge of bridge maintenance, repair and reconstruction is essential. Must have or obtain Class A CDL within 6 months of hire. Salary \$2,273 - \$3,144/month, plus excellent benefits. **Announcement #OCDDT9651. Call (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. Application and required supplements must be received by January 24, 2000.

**Transportation Operations Specialist Incident Response (COMET) Specialist**

If you love a challenge and are able to make decisions in stressful situations, we need you on the Corridor Management Team (COMET) serving the Portland Metro Area. As a member of the Incident Response Field Team, you will perform as inter-disciplinary leader in first response and as on-scene commander at accident and incident sites. Requires two years of public contact experience, which included gathering, relaying and providing information to others; and evaluating activities or incidents and determining an appropriate course of action. One year of this experience must have included transportation maintenance operations or Public Safety work (i.e., police, fire, emergency medical, incident responder or towing). Salary \$2,061 - \$2,856/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDDT9648. Call (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. Application and required supplements must be received by January 19, 2000.

**Civil Rights Office Manager/Executive Assistant Executive Support Specialist 1**

Put your communications and coordination skills to work at ODOT! Customer-driven executive assistant sought to provide technical administrative support to ODOT's Civil Rights Manager and staff professionals. Responsibilities include coordinating budget/fiscal activities, preparing reports and correspondence, and overseeing policy and procedure manual updates. This position also provides leadership, oversight and direction to support staff. Requires: 3 years' clerical/secretarial experience including 1 year of typing, word processing, or document generation AND lead work responsibility or coordination of

office procedures. Salary \$1,882 - \$2,604/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. **Announcement #OCDDT9695. Contact ODOT Recruitment at (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired), or visit www.oregonjobs.org for required application materials.** ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is January 13, 2000.

**DEPARTMENT OF HUMAN SERVICES**

**Mental Health and Developmental Disability Services Division Office of Client Rights Investigator 3**

**Client Rights Investigator**  
To qualify, you must have four years' recent (within the last ten years) full-time investigative experience which included fact finding; collecting and preserving evidence according to the rules of evidence; examining records; locating and interviewing witnesses to verify or disprove claims of suspected law violations; and writing investigation reports sufficient for use at administrative hearings or in court. College-level courses in Law Enforcement, Criminal Justice, Law, Accounting, or Auditing may be substituted on a year-for-year basis for up to one year of the required experience. Salary is \$2,771 to \$3,903 a month. To apply, you may obtain a State of Oregon application (form PD100) from any local Oregon employment department office or most state agency personnel offices, or call (503) 945-9834 (TTY (503) 945-9836 for the hearing impaired). Send completed application materials to: Personnel Services, Mental Health and Developmental Disability Services Division, 2675 Ellison St. NE, (P.O. Box 14250) Salem, OR 97309-0740, or fax to (888) 847-6888. Closing date is January 14, 1999.

**OREGON COMMISSION ON CHILDREN AND FAMILIES Children and Family Systems Specialist Program Representative 2**

The OCCF is recruiting for a Children and Family Systems Specialist to serve as a liaison for the Relief Nursery, Healthy Start, Family Centers, and First Steps programs, provide technical assistance to county commissions and others to ensure program development, and create education, resource and orientation materials for the programs. This position requires four years' technical or professional-level experience analyzing or advising and/or instructing the public concerning specific programs or processes, monitoring a program, or performing participant reviews. Salary is \$2,820 to \$3,943 a month, plus benefits, which includes a contribution toward family health and dental insurance, and term life; a retirement program; paid holiday, vacation, and sick leave. **Announcement #LE991338. Please visit the State of Oregon web site at www.oregonjobs.org, or call (503) 373-1879 ext. 222 for more information.** Closing date is January 14, 2000.

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) (800) 223-8888 ext. 7777, TTY (503) 378-4672, visit your local employment department or visit our web site at [www.oregonjobs.org](http://www.oregonjobs.org). The State of Oregon and all its divisions are proud to be equal opportunity employers.

# Business Service Directory

**Ms B's Potting Plants**  
We transplant and touch up your overgrown, root-bound plants. House-Garden-Yard Small to extra large plants! call (503) 283-7905 for evening and weekend appointments  
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Lyda Overton, Broker  
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Cell: (503) 891-4133  
Fax: (503) 285-3968  
email: LOve923404@AOL.com

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722 SW 2nd Ave, Suite 240  
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