



Classifieds/Bids

Communications Coordinator
Tri-Met, the region's progressive public transit agency, has an immediate opening for a Communications Coordinator in our Capital Projects and Facilities Division. The successful candidate's responsibilities will include: coordinate design and production of publications, produce briefing materials, update website, develop displays and exhibits, manage photo/video library, design and produce construction notices, signs, and other short-notice communications, maintain speakers' bureau and tour program, and oversee input and update of project data bases for the Capital Projects and Facilities Division. Qualified candidates will have the following background:

- Degree in Public Relations or related field.
- Minimum of four years experience in communications work with emphasis on lay and business audiences
- Any equivalent combination of experience and training.

Closing date: January 14, 2000
Excellent benefit package and salary range of \$3105 to \$3882/month. Submit resume and cover letter stating your interest with your application. Application materials may be obtained from Tri-Met's Human Resources Office, 4012 SE 17th Ave., Portland, OR 97202. Applicants outside the Portland metropolitan area may request application information by calling 503-962-7635. Visit our website at www.tri-met.org/jobs/ for more detailed information.



How we get there matters.
Tri-Met is an equal opportunity and drug free workplace employer.

New Position on team of mental health workers providing stabilization, living skills, and resource linkage to chronically mentally ill person living in independent housing or with their families. This program will be expanding to serve N/NE and will actively outreach to minority communities. We are looking for someone with a BA in the social sciences and/or experience in working with chronically mentally ill persons. Must have good skills in communication, positive problem solving with landlords, community providers and family members. Must be flexible, creative and a team player, willing to take direction and learn new skills. Own care useful. Minorities, bicultural, strongly encouraged to apply, will provide additional training to right applicant. Competitive salary (low to mid 20K) and benefit package. Send resume to Unity Inc., 710 SW 2nd, 4th floor, Portland, Oregon 97204, ATTN: Dolores Morgan.

Part-time Administrative Assistant
Want to work in a fun, fast-paced environment, but only have so many hours a week you can spare? Been looking for that perfect part-time fit, but don't want nights or weekends; well, if you're detail-oriented; have basic computer skills, and are organized, come talk with us. You should have at least six month's office experience, which included faxing, filing, copying, switchboard relief, and computer skills such as word processing and spreadsheet programs - MS Office preferred. This position is located close to public transportation in the Pearl District. For consideration, please email your resume to klking@tmp.com or fax it to 503-224-6414, Attn: KK. EOE.

Education Counselor - Alternative High School FTE Position. Ability to work with strong-willed youth. Minimum 5 yrs. Exp. In a counseling position. Knowledge of Positive Peer Culture Format. Minority experience. Must have a can-do attitude. MSW or BSW preferred. Valid ODL required. Mail resume: 3710 N. Mississippi/Portland OR 97227. Closes 01/27/2000.

United States Attorney's Office.
District of Oregon seeking qualified Legal Secretary (Office Automation). Beginning salary \$23306 to \$28868, depending upon qualifications. Well-qualified applicants will receive consideration without regard to race, color, national origin, religion, sexual orientation, age, marital status, disability or any other non-merit factors. Employment is contingent upon the satisfactory completion of a full field background investigation and negative drug test. For full vacancy announcement, call 727-1080

United States Attorney's Office.
District of Oregon seeking qualified Administrative Technician (Office Automation). Some duties as receptionist - must be skilled in communications. Beginning salary \$23306. Well-qualified applicants will receive consideration without regard to race, color, national origin, religion, sexual orientation, age, marital status, disability or any other non-merit factors. Employment is contingent upon the satisfactory completion of a full field background investigation and negative drug test. For full vacancy announcement, call 727-1080

United States Attorney's Office.
District of Oregon seeking qualified Legal Assistant (Office Automation). Must be skilled using automated litigation software. Beginning salary \$23306 to \$28868, depending upon qualifications. Well-qualified applicants will receive consideration without regard to race, color, national origin, religion, sexual orientation, age, marital status, disability or any other non-merit factors. Employment is contingent upon the satisfactory completion of a full field background investigation and negative drug test. For full vacancy announcement, call 727-1080

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Sales Business Is Booming And We Need Help!
Do you have what it takes to work for the leading seller of skiwear in the county? If so, join our Sales department in the following position: Retail Analyst: Plan and implement product assortment, inventory plan, sales reporting processes and analysis for Columbia Sportswear's Concept Shop program. Develop and execute concept shop sales reporting procedures, and communicate analysis. Requirements: possess advanced knowledge of visual retail marketing and retail sales reporting. Bachelors degree specializing in Retail Sales or Visual Marketing Management and three to five years experience in retail visual marketing. Columbia Sportswear offers competitive compensation and a great benefits package.

Columbia Sportswear Company
Please send resume to Human Resources, Dept. RA, PO Box 83239, Portland, OR 97283 or FAX to (503) 735-4597. Equal Opportunity Employer.

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

Radio Broadcast Sales: Are you hungry for accomplishment? Do You keep going when others give up? Do you have courage and competence? We want 1-2 energized account managers who make things happen! Compensation matches your experience and your contribution. Resume/references to Sales Manager, KNRK Radio, 0700 S. W. Bancroft Street, Portland, OR 97201 - email sforsyth@knrk.com Equal Opportunity Employer.

Free Internet Access!
Amazing Top Secret Web Site Shows You How!
1-900-740-1119 EXT. 1169
\$2.99 Per Min.
Must Be 18 YRS.
SERV-U (619) 645-8434

Advertise your goods in The Portland Observer

Customer Service Retail Services Representative
Columbia Sportswear Company, a global leader in the design and manufacture of outerwear and sportswear is currently seeking a Retail Services Representative to implement retail services for our Customers. This position will be responsible for compiling, maintaining and updating data to support value added services for our customers. Serve as backup to the Retail Services Coordinator and conduct special projects as necessary. Qualified candidate will possess An Associates Degree, or equivalent experience, and a minimum of one year experience in business environment, preferably in customer service or related field.

Columbia Sportswear Company
Please forward resume to Columbia Sportswear Company, Human Resources, Dept. Retailrep, PO Box 83239, Portland OR 97283, or FAX to: (503) 735-4597. Equal Opportunity Employer.

Experience the world of Law Enforcement

Do you like to be challenged? Are you looking for a way to serve your community? If so, we want to talk to you.

Multnomah County Sheriff's Office is accepting applications for **RESERVE DEPUTY SHERIFF**.

- Minimum age 21
- 250+ hours per year
- Dedicated and responsible
- US citizen
- Pass medical exam
- Able to legally drive in Oregon

MULTNOMAH COUNTY SHERIFF'S OFFICE
call (503) 255-3600 x 323 now, and find out what it takes to sign up for our next academy. Women and minorities are especially encouraged to apply.

City of Vancouver Request For Qualifications For 2000 Engineering, Architectural And Professional Services Consultant Roster

The City of Vancouver announcing its projected requirements for certain architectural and engineering services for the 2000 calendar year in accordance with RCW Chapter 39.80. The required services include, but are not limited to:

Buildings: architectural, electrical, plumbing, mechanical/HVAC, structural; Computers: system development & maintenance, training, data communications; Land Use Planning: comprehensive planning, ordinance development, socio-economic studies, zoning, land division, wetlands, environmental studies, permit processing management; parks: landscape architecture, civil engineering, architecture, structural engineering, tree service, graphic art, site location studies, airport master planning, comprehensive planning, economical feasibility study, grant writing, property management services, economical/environmental studies, ordinance development; Radio Communications: project management; Sanitary Sewerage: pump station design, collection system design, treatment plant design, regional sewer studies; Solid Waste: facility siting, transfer station design, compost facility design, comprehensive solid waste planning, recycling studies, public education, public relations/marketing; Storm Water Drainage: water quality studies, conveyance systems design, detention facilities design, regional drainage studies, flood control; Transportation: geotechnical studies, aerial photography, material testing, road design, bridge design, transportation modeling, construction management, road improvement districts, traffic signal design and studies, pavement testing, analysis and design, construction and design surveying, sound studies/noise investigation; Water System: design, water treatment system design, master planning, hydro geology, water quality testing, ground water monitoring and studies, iron and manganese treatment, conservation studies; Other: rate analysis, geotechnical, structural and corrosion engineering, HVAC design, electrical, hazardous materials, instrumentation and control, land surveying, property appraiser, professional graphic arts, managed maintenance systems and telemetry.

Interested consultants are requested to obtain and complete the City of Vancouver Consultant Services Qualifications Summary Form, which is available from the City Purchasing Division located at the City Financial Services Center, 100 E 13th Street, Vancouver, Washington or by phone at (360) 696-8231. This information will be retained in the division's files through January 31, 2001. The Consultant(s) to be considered will be selected from those on file or from responses to advertisement for consulting services specific to a project. Availability of work is not guaranteed.

The City of Vancouver is committed to providing equal opportunities to State of Washington Certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. Qualified disadvantaged, women and minority consultants are encouraged to respond.
V. Marcelyn Jandreau, Purchasing Agent

Sub-Bids Requested
Mead Building Elevator Upgrade
Bid Date: 1/18/00 Bid Time: 2:00 PM
McCarthy
9735 SW Sunshine Court, Suite 500
Beaverton, Oregon 97005
Phone: (503) 643-6700 Fax: (503) 646-4900
CCB# 79791
We are an equal opportunity employer and request sub-bids from small, minority and women business enterprises.

****Invitation For Bids****

The Polk County Housing Authority (PCHA) will receive sealed bids for Arbor Court Laundry and Storage until Wednesday, 4:00 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: Site alterations, interior and exterior alterations to the existing maintenance shop, and laundry room for Arbor Court Elderly Units between 620, and 622 Arbor Court, and replacement of existing sliding glass doors with new vinyl sliding glass doors in seven duplex units in Independence, Oregon 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 11:00 a.m. on Thursday, January 13 at 620 Arbor Court, Independence, Salem, OR 97351.

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 204 SW Walnut, Dallas, OR 97338 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 bonds.

Attention is called to 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 Housing Authority

****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

Sub-Bids Requested
C.O.P.
SE 37th, SE Cora & SE Holgate Sewer Repair & Detention Facility
Bid Date: January 13, 2000 @ 2:00 PM

Moore Excavation, Inc.
(503) 252-1180 Fax (503) 252-1730
P.O. Box 30569, Portland, OR 97294-3569
CCB #28397

We are an equal opportunity employer and request sub-bids from small, minority and women business enterprises.

Don't miss out, advertise you available positions in The Portland Observer Classifieds