



# Classifieds/Bids

## Employment

### 240 Health Care

De Paul Treatment Centers, Inc. Custodian needed for residential alcohol & chemical dependency treatment center. Basic housekeeping duties include floor care, bathrooms, windows and office cleaning. Mon-Fri. 12:00 pm to 8:00 pm Respond to:  
De Paul Treatment Centers, Inc. Attn: Human Resources PO Box 3007 Portland, OR 97208-3007 Or fax your resume and cover letter to 503-535-1190

### 235 General

#### MCMENAMINS KENNEDY SCHOOL

Now hiring FT Line Cooks at McMenamins Kennedy School, 5736 N.E. 33<sup>rd</sup>. Flexible schedule including wknd/holiday avail a must. We offer excellent benefits and opportunity! Apply at any McMenamins location or on line at [www.mcmenamins.com](http://www.mcmenamins.com) No phone calls please! E.O.E.

### 235 General



#### Parking Facility Operator

Immediate opening for full and part-time lot attendants with Portland's leading parking Co. We are seeking dependable individuals with a neat appearance and a positive attitude. \$7.50 + starting wage Huge overtime potential Advancement opportunities Medical, Dental, 401k available Applicants must submit to drug test And background check. Apply in person daily between 12-1 PM, Monday - Friday. 215 SW 6<sup>th</sup> Portland, OR

### 227 Education

#### Oregon State Library

Executive Support Specialist I Seeking exceptional candidate to provide confidential executive support to the State Librarian, Administration Office staff, and the State Library Board of Trustees. Must have exceptional written, oral, and interpersonal skills. Requires three years of clerical/secretarial experience, one year at full performance level performing word processing or other generating of documents; and lead work responsibility or coordination of office procedures. Salary range is \$1,882 to \$2,604 a month. Application information is available from Ferol Weyand, Oregon State Library, 250 Winter Street NE, Salem, Oregon 97301, (503) 378-4243, Ext. 221, [ferol.weyand@state.or.us](mailto:ferol.weyand@state.or.us). The Oregon State Library is an equal opportunity, affirmative action employer committed to workforce diversity. Application deadline is 5:00 p.m., February 18, 2000.

### 230 Financial

Accounting Assistant for Christian College. Handles customer service, credit collections, cashiering, banking, and A/R for Accounting. Requires: 2-yr. deg.; 1-yr. Accounting experience; excellent computer, interpersonal, & communication skills; 10-key by touch; flexible self-starter & team player. Perkins knowledge a plus.

Send resume, cover letter w/ statement of faith to HR Director, Warner Pacific College, 2219 SE 68<sup>th</sup> Ave., Portland, OR 97215. Fax 503-517-1213. E-mail [hrdonmat@warnerpacific.edu](mailto:hrdonmat@warnerpacific.edu) Equal Opportunity Employer

## Employment

### 205 Professional

**Attorney Oregon Legislature Judiciary Committee Administrator**  
\$3,061 - \$5,775 per month  
• Facilitate Committee Meetings  
• Perform Legal and Legislative Research  
• Must be current member of the Oregon State Bar  
Karen Hupp  
140-B Capitol, Salem OR 97310 (503)986-1373  
<http://www.leg.state.or.us>  
Deadline: February 11, 2000.



Rideshare/Commuter information is available Applications are also available at: The Portland Observer Newspaper 4747 NE Martin Luther King Jr. Blvd. Portland, OR 97211

### 210 Comp/Tech

**Oregon Legislature Application Development Supervisor**  
\$4525 - \$6366  
• Plan and direct multiple concurrent development projects to migrate enterprise-wide applications to current technology.  
• Supervise Application Development staff of 5 programmer/analysts, including adoption of new development environment.  
• Arranges contractor services, supervise and integrate the work of contractors.  
• Challenging and exciting work in a friendly, professional work environment.

For application information contact: Karen Hupp  
140-B State Capitol, Salem OR 97310 (503)986-1373  
<http://www.leg.state.or.us>  
Deadline: February 22, 2000



Rideshare/Commuter information is available Applications are also available at: The Portland Observer Newspaper 4747 NE Martin Luther King Jr. Blvd. Portland, OR 97211

### 240 Health Care

**New Position** on team of mental health workers providing stabilization, living skills, and resource linkage to chronically mentally ill persons 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 car useful. Minorities, bicultural, strongly encouraged to apply, will provide additional training to right applicant. Competitive salary and excellent benefit package. Send resume to Unity Inc. ATTN: HR-1, 710 SW 2<sup>nd</sup>, 1<sup>st</sup> floor, Portland, Oregon 97204.

## Employment

### 260 Sales

**Sales Assistant:** for Entercom radio stations. Assist 3 sales manager and 25 salespeople. Must be able to generate professional presentations/ correspondence and other business documents. Knowledge of Goldmine, word processing and desktop publishing a must. Some phone duties. Send resume/references to Human Resources - Entercom - 0700 SW Bancroft St., Portland, OR 97201. KGON/KFXX/KKSN/KNR/KRosie/Sunny - Equal Opportunity Employer.

### 235 General

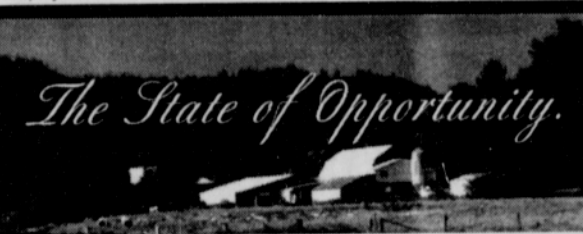
**Fire Sprinkler Fitters**  
California- Bay Area Contractor Seeks qualified fitters Top Wages & Benefits Call (925)417-5550

## Real Estate

### 110 Homes for Sale

Beautiful View Home on 15 acres \$457,000. South on I-5 one exit past White Pass turnoff. Check GlenLaMar.REALTOR.com Prudential Cornerstone Realtors Olympia360357-9531.

## 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 Associate Transportation Engineer Senior Inspector - Region 1 Project Manager's Crew**  
Start the new Millennium with a new job as part of our Region 1 Project Manager's Crew in Troutdale! Using your knowledge of highway engineering and construction practices and procedures, you will ensure daily contract compliance on major highway and bridge construction projects and will provide documentation to support project payment and project acceptance. Requires an Associate's degree in Engineering Technology and two years of engineering-related experience, or 42 months engineering experience including one year experience at senior-level on transportation projects. Salary \$2,674 - \$3,827/month + excellent benefits: health insurance; paid vacation and sick leaves; 10 paid holidays; and full employer-paid retirement contribution. Announcement #OCOT0050. Call (503) 986-4030 (TTY (503) 986-3854 for announcement and application. ODOT is an AA/EEO employer committed to a diverse workforce. Application and required supplements must be received by February 17, 2000.

**Transportation Maintenance Specialist 1 Landscape Worker Portland Landscape Crew**  
Your landscape, equipment operation and team skills are needed for this permanent position in Portland. As a member of a Landscape crew, you will perform turf maintenance, servicing and repairing equipment, rest area maintenance/janitorial duties, including other manual labor and equipment operation to repair and maintain roadway/highway sections safe for traveling motorists as well as winter operations including snow removal, sanding and related activities. Requires ability to obtain a Class A or B CDL within six months of hire and six months experience in operating heavy and/or light motorized equipment, using hand and power tools, performing minor servicing of equipment and applying safety procedures. Salary \$1,816 - \$2,485/month plus excellent benefits. Final applicants will be subjected to drug screen and physical abilities test. Announcement #OCOT0131. Call (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired), or visit [www.oregonjobs.org](http://www.oregonjobs.org) for announcement and application. ODOT is an AA/EEO employer committed to a diverse workforce. Submit application and required supplement by February 8, 2000.

**DEPARTMENT OF HUMAN SERVICES Office of Medical Assistance Programs Program Technician 2 Budget/Financial Analysis Coordinator**  
The Office of Medical Assistance Programs (OMAP), Department of Human Services (DHS), formerly the Department of Human Resources (DHR) is recruiting for a full-time Budget/Financial Analysis Coordinator. This position is located in Salem. The position is responsible for performing essential budgeting and complex fiscal functions such as ongoing budget preparation, program revenue and expenditure monitoring, and developing fiscal resources for the Medical Assistance Program. TO QUALIFY you must have two years of experience with responsibility for program or project monitoring and coordination in the area of budget preparation. The experience must have included program evaluation responsibility. Preference may be given to individuals with experience in budget development, monitoring and coordination. Salary is \$2,994 to \$4,177 a month. TO APPLY: Obtain State of Oregon application materials and Job Announcement #LE994055B by visiting [www.oregonjobs.org](http://www.oregonjobs.org), or contact your local employment department office; or call the DHS Job line at (503) 945-5742. Department of Human Services Records & Recruitment Unit 500 Summer Street NE - 4th Floor Salem, OR 97310-1012 or you may FAX your application materials to either (503) 378-2249, (503) 378-9463, or (503) 378-3689. The Department of Human Services is committed to Affirmative Action/Equal Employment Opportunity and workforce diversity. Send or deliver your completed application materials by 5:00 p.m. February 11, 2000.

## Employment

### 230 Financial



Are you seeking to be a part of an internationally recognized apparel manufacturer? Does working with upbeat, friendly people that hike, bike, snowboard, ski, and fish in their free time make you want to sign up right now? If your answer is YES read on - there's more!  
Columbia Sportswear Company, a global leader in the design and manufacture of outerwear and sportswear is currently seeking an Accounts Payable Specialist II in our Accounting department. Duties include inputting invoice information into accounting system to generate vouchers from which checks are cut. Also requires matching invoice to packing list and purchase order, and coding from general ledger. Position also includes general filing, faxing, copying, mailing and special projects as needed.

Qualifications include training specializing in general accounting functions and a minimum of 1-2 years experience in general accounting work on a computerized accounting system, preferably in Accounts Payable Please forward resume to Columbia Sportswear Company, Human Resources, Dept. AP2, PO Box 83239, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer

## Employment

### 230 Financial

Accounting: Leading Radio group has excellent opportunity for an experienced Assistant Business Manager to help run day to day operations, HR, payroll functions. Advance computer skills needed. Accounting or Business degree required. Send resume to Business Department. 0700 S.W. Bancroft Street, Portland, OR 97201. Equal Opportunity Employer.

### 280 Business Opps

Get A New Start! Be your own BOSS! Forbes 13<sup>th</sup> Best Co. Is looking for YOU! FREE Business Seminar 7:30-8:30pm Tuesday Holiday Inn, 6<sup>th</sup> floor 1021 NE Grand Ave. Mention the Portland Observer For a free gift! Hotline 888-400-4254

Live 24 Hours/Day!!! Talk to Beautiful girls!!! 1-900-328-0051 Ext. 3033 \$3.99 per min. Must be 18yrs. Serv-U (619)645-8434

### OREGON YOUTH AUTHORITY Principal Executive/Manager C Camp Director

The Oregon Youth Authority is now hiring for a Camp Director at the Camp Tillamook facility, in Tillamook, Oregon. This position presents a unique opportunity to create innovative programming that addresses the gender specific needs of male youth as they transition from close custody to community placement. If hired, you will become part of the State's management team. The salary range is \$3,061 to \$4,524 a month. For further information, visit the State of Oregon web site at [www.oregonjobs.org](http://www.oregonjobs.org) or call (800) 375-2864. Closing date is March 25, 2000.

### OFFICE OF ENERGY Administrative Specialist 2 Assistant Loan Officer

Assistant Loan Officer markets and helps document and service loans for energy projects. Works directly with prospective and current borrowers as well as makes loans under \$100,000 to governments. May opt to work full or part-time (not less than 75%). Position requires two years' experience as an administrative specialist, or executive support specialist, beyond clerical/secretarial, which included administrative support for a project, program, or operation. Salary is \$2,023 to \$2,820 a month. Call (503) 373-7299 or email [Linda.L.Kutnar@state.or.us](mailto:Linda.L.Kutnar@state.or.us) for application materials. State web site at [www.oregonjobs.org](http://www.oregonjobs.org). Equal Opportunity Employer. Submit application and test by 5:00 PM February 11, 2000.

### OREGON STATE UNIVERSITY Facilities Services Painter

Must have completed painter apprenticeship training and be a journey worker; OR have three years of varied painting experience. This position performs a variety of skilled painting and maintenance tasks on new and existing facilities. Major duties include using hand tools and spray equipment; mixing and matching paint colors using mechanical color systems; mixing and applying plaster and dry wall compound; and performing general maintenance duties on doors, windows, screens, hardware, floor tiles, etc. Salary is \$2,375 to \$2,728 a month. Contact OSU Office of Human Resources, 34th & Jefferson, Corvallis OR 97331-2131, (541) 737-3103, TTY (800) 735-1232, for application materials. OSU is an AA/EEO. All application materials must be received by 5:00 PM on the closing date of February 11, 2000.

### BUREAU OF LABOR AND INDUSTRIES Wage and Hour Division, Farm/Forest Labor Unit Compliance Specialist

Salary Range is \$2,485 to \$3,451 a month, plus an additional 4% language differential, with excellent benefits. Compliance Specialists investigate claims of unlawful pay practices and working conditions, violations of child labor laws and noncompliance with farm and forest contractor licensing and employment practices. Minimum requirements include prior investigative experience and fluency in Spanish. Located in Salem. Announcement #LE 000149. To receive application materials through the mail, call (503) 731-4070 (Portland). The job announcement (including test questions) and application form are also available online at [www.oregonjobs.org](http://www.oregonjobs.org). Deadline for applying is February 14, 2000.

### Wage and Hour Division, Farm/Forest Labor Unit Apprenticeship and Training Division Administrative Specialist 1 (2 positions)

These positions require good data entry skills, database experience and data analysis. Both positions require good organizational skills, setting up systems to track and monitor activity. Salary Range is \$2,305 to \$3,017 a month, with excellent benefits. Announcement #LE000148. To receive application materials through the mail, call (503) 731-4070 (Portland). The job announcement (including test questions) and application form are also available online at [www.oregonjobs.org](http://www.oregonjobs.org). Deadline for applying is February 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) (503) 225-5555 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.

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# The Portland Observer Classifieds

**Call Today** 503.288.0033  
Facsimile 503.288.0015

\$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

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