

Classifieds/Bids

Employment

135 General

FACILITIES MAINTENANCE WORKER

Cleans and performs minor maintenance and repair work on district facilities. Starting wage \$10.88 perhour. Come in or call 503-588-2424 to obtain official application and detailed description of duties, qualification requirements. Send completed application form to Salem Area Mass Transit District, Human Resources office, 3140 Del Webb Ave. NE, Salem, OR 97303. Official District application form must be completed and received at District by 5:00 p.m. February 25, 2000. An equal opportunity employer.

Employment

135 General

Washington County **Delivery Clerk** \$1,780-\$2,165/mo Closes February 25, 2000

Call (503) 846-8606/TTY (503) 846-4898 for information. County application and supplemental application forms required. Women, minorities, and people with disabilities are encouraged to apply. Apply To:

Washington County Human Resources Division 155 N. First Avenue, Suite 320 Hillsboro, OR 97124

Employment

235 General



Parking **Facility** Operator

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 wageHuge 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.

Employment

240 Health Care

Dual Diagnosis Specialist

215 SW 6th Portland, OR

Multi-cultural community mental health center seeks full-time clinician with appropriate credentials/training/ experience (Masters degree in mental health related field plus CADC/A&D experience). Opportunity for leadership in developing dual dx program. Position will be shared between Conquest Center and PCR (mental health and drug treatment programs). Must be proficient in dx, assessments, treatment plans and case management for dual dx adults. Provide individual and group therapy. Competitive wage and excellent benefits. People of color encouraged to apply. Submit resume and cover letter to CCMH, Attn: M. Blum/S. Cheeks, 3716 NE MLK Jr. Blvd., Portland, OR 97212 or fax (503) 288-

Employment

240 Health Care

Multnomah County Aging & Disability Services **Database Administrator**

In a lead capacity, provides detailed diagnosis and tuning of databases: expert level analysis, integration, conversion, planning, design, implementation and support of complex departmental databases. (MS Acess, SQL Server, paradox), Skilled in developing effective user requirement definitions and associated documentation. Must have practical background in methods and techniques of integrated MIS system design, relational databases, database architecture, programming and software installation. Occasional lifting and driving required. Must have 5 years of increasingly responsible systems analysis, programming experience and 6 months project coordination experience. Equivalent to a Bachelor's degree with major coursework in computer science and database administration. Related database experience may substitute for formal education. Starting salary \$24.05. (Full range \$24.05 to \$29.59 per hour.) Apply by 2-25-00.

Application materials and formal job announcements are available at www.co.multnomah.or.us. Application materials can also be obtained in person or by mailing a self-addressed, stamped envelope, requesting application forms to: Multnomah County Employee Services, 1120 SW 5th Avenue, First Floor Lobby, P.O. Box 14700, Portland, OR 97293-0700. Assisted access to Multnomah County job information and website is available at Multnomah County Libraries.

Employment

250 Office

Arts Office Manager

FT, Arts Council, answer phones, greet public, learn & provide info re Portland arts. Maintain resource library, equipment, supplies, database. Manage office & building issues. Process mail, help w/big mailings. Supervise work study. Salary: \$10.50 to 11.50/hour, excellent benefits. Letter, resume, references by 2/28. OM Search, RACC, 620 SW Main St, #420, Portland OR, 97205.

Employment

250 Office

OREGONLEGISLATURE HEALTHANDHUMAN SERVICESCOMMITTEE ADMINISTRATOR

\$3,061-\$5,775 per month Facilitate Committee Meetings

Perform Legislative Research

Must have policy experience in the field of Health and **Human Services**

For application information

140-B State Capitol, Salem OR 97310 (503) 986-1373

Deadline: March 3, 2000

http://www.leg.state.or.us



503.288.0015

Employment

250 Office

Fiscal Administration Assistant

FT Fiscal Admin Asst needed for nonprofit in SE Portland. Duties include purchasing, facility oversight, gen ofc tasks and assisting personnel. Start wage \$9.53 - \$10.56. Apply at Portland Impact, 4707 SE Hawthorne Blvd. EOE

Employment

260 Sales

Sales

A leading window/door supplier is seeking highly motivated, peopleoriented individuals to join our sales team. Selling directly to home owners. Previous strong sales experience a requirement: window and door specific sales experience not necessary-will train. We are looking for sales staff who enjoy a fast-paced work environment with varying hours. Leads generated through marketing program. Competitive compensation including start-up salary, comprehensive benefits, send a resume and brief letter describing your experience aligned to this opportunity to the Portland Observer, POBox 3137, Portland, OR 97208

265 Social Services

Immed. FT position for a Short Term Intervention Spec. Provides info, referral, advocacy, housing and problem solving asst. Wage \$9.53 -\$10.56. Apply at Portland Impact, 4707 SE Hawthrone Blvd. EOE

Employment

255 Retail



Retail Services Representative

Qualified candidates will manage retail services for customers. Duties include maintaining and updating a database of retail services for our major accounts and coordinating implementation of services before product shipment.

Potential Columbia team members will possess an Associates Degree, or equivalent experience, and a minimum of 1+ year experience in business environment, preferably in customer service or related field. Fundamental of apparel manufacturing, distribution and liaison office procedures preferred. Must possess above average verbal and written communications skills. Superior organizational skills, good follow through and sense of urgency.

Our benefit package includes, Medical/Dental, 401(K), employee stock purchase plan, paid time off, and a discount on employee product so you look great while enjoying the active lifestyle of a Columbia Sportswear employee!

Please forward resume to Columbia Sportswear Company, Human Resources, Dept. RSR, POBox 83239, Portland OR 97283, or Fax to: (503) 735-4597. Equal Opportunity Employer.

SEASONAL JOBS AVAILABLE

The Mt. Hood National Forest is accepting applications for summer 2000 temporary positions in the areas of timber management, fish and wildlife, recreation, fire management, road maintenance, and others. Pay \$7.85 - \$12.22 per hour depending on qualifications and position. Application process varies depending on job. For most jobs call toll free services, and youth crew leader, call Karen Stensrud (503) 668-1612 or David Gross (541) 467-2291. Mt. Hood National Forest is an Equal Opportunity Employer. All are encouraged to apply

The State of Opportunity.

OREGON DEPARTMENT OF TRANSPORTATION

Dynamic and creative individual wanted for human resource opportunity in

Salem! Provide leadership and direction to managers and employees in all

areas of employee and labor relations. Utilize your research and writing

skills by developing policies, procedures and guidelines. Consult with and

advise managers on human resources management issues. Investigate,

analyze, mediate, and negotiate to resolve grievances, complaints and

discipline problems. Apply your professional-level experience related to

labor contracts to address personnel related issues. Provide advice and

counsel on recruitment and selection processes and methods. Actively

support affirmative action and diversity programs. Salary \$38,580

\$54,288 annually + excellent benefits: health insurance; paid vacation;

sick and personal leaves; 9 paid holidays; and full employer-paid retirement

contribution. Announcement #OCDT9545A. To apply: Obtain

announcement for qualification details and required application instructions/supplemental materials. If you have previously applied for this position under Announcement #OCDT9545, you need not re-apply. Names of qualified applicants will remain on the list for further consideration. 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. Deadline is February 23, 2000.

Dynamic, creative individual wanted for this challenging human resource

opportunity in Portland! Provide employee/labor relations professional support and assistance to Portland Metro managers, staff and HR

generalists. Provide advice and counsel to managers regarding a variety of

personnel processes and policies. Investigate disciplinary issues.

Respond to grievances and complaints. Interpret and apply personne

laws, rules, labor contracts, EEO/ADA requirements, etc. Administer and

monitor FMLA/OFLA processes. Requires: 2 years of technical-level

personnel experience or a related BS degree. Salary \$2,280

\$3,215/month + excellent benefits: health insurance; paid vacation; sick

and personal leaves; 9 paid holidays; and full employer-paid retirement

contribution. Announcement #OCDT0009. Contact ODOT Recruitment at

(503) 986-4030 (TTY (503) 986-3854 for the hearing impaired), or visit www.oregonjobs.org for required application and supplemental

materials. ODOT is an AA/EEO employer committed to a diverse

This position is located at the Two Rivers Correctional Institution in

Umatilla and performs skilled work involving the operation and maintenance of large and high powered equipment such as trucks or

machinery used in construction and maintenance. Requires two years

experience operating construction and maintenance machinery and a valid

Class A Oregon Commercial Driver's license. Salary is \$1,666 to \$2,663

OREGON DEPARTMENT OF CORRECTIONS

Human Resources Generalist

Human Resources Specialist

Personnel Officer 1

Personnel Officer 3

260 Sales

Employment

Sales

Neil Kelly Co., a nationally recognized design/build remodeling firm, has an immediate opening in its Home Repair division. The Repair Salesperson must have experience in all phases of construction with particular focus on sales and estimating to residential homeowners. The position is commissioned with start-up base salary and health benefits. A vehicle program is available. Team organizational structure. One of Oregon Business Magazine's 100 Best companies to Work For. For immediate consideration, mail a resume and brief letter describing your experience aligned to this opportunity to: Diane Stark, Human Resources Department, Neil Kelly Company, 804 N. Alberta St., Portland OR 97217 or email to jbspence@neikelly.com.

Employment

265 Social Services

Domestic Violence/Social Change/ Social Services. Bradley-Angle House is seeking: * Facilities/ Maintenance Coordinator 40 Hour/ Week (\$10.44/Hour); * Bilingual Spanish Night Case Manager. 40 Hour/Week (\$10.95/Hour); Volunteer Coordinator 40 Hour/Week (\$11.20/Hour) *** All positions provide benefits *** Application packets required and available by calling 503/296-8225 or at One Stop, 3034 NEMLK Jr. Blvd. Closing Date: March 6, 2000 EEO/AA/Feminist Employer * Women, People of Color, and Sexual Minorities encouraged to apply.

1-877-813-3476 for application packet. For jobs in road maintenance, visitor information



DEPARTMENT OF ADMINISTRATIVE SERVICES State Controller's Division

Recruitment closes February 22, 2000.

a month, plus excellent benefits. Job Announcement #LE970862G and state application may be obtained through any Oregon Employment Department or call 877-888-5234 (Toll Free) or log onto our

Financial Management Systems Analyst **Accountant 3**

at www.doc.state.or.us.

The Department of Administrative Services, State Controller's Division in Salem, is seeking two experienced Financial Management Systems Analysts. These individuals will provide guidance, direction and assistance to the Department, state agencies and other outside entities in the operation of the Statewide Financial Management System (SFMS). The minimum qualifications for these positions are detailed and extensive. Please refer to the announcement for these MQ's. Applicants offered employment for this position will be subject to a computerized criminal history check. Salary is \$2,994 to \$4,177 a month, with a benefit program contribution toward family health and dental insurance, term life insurance, short- and long-term disability insurance. Other benefits include a retirement program, paid holiday, vacation, and sick leave. Announcement #LE000213. For detailed Job Announce contact your local employment office, visit the State of Oregon web site at www.oregonjobs.org, or call (503) 378-4688. Closing date is

OREGON YOUTH AUTHORITY River Bend Youth Accountability Camp Principal Executive/Manager C **Treatment Manager**

This position assists in management of the River Bend Youth Accountability Camp. It oversees maintenance for facility and grounds, personne operation and administration, and food services. Develops procedures for safety/security of youths and staff, ensures a secure facility, maintains proper health, sanitation & safety standards. Shares case manag and monthly case review responsibility. Salary is \$3,061 to \$4,524 a month, plus generous state benefits. For further infor State of Oregon web site at oregonjobs.org, or call (800) 375-2864. Closing date is March 3, 2000.

Information Systems Specialist 2 **User Support**

The Oregon Youth Authority has an immediate opening for an Information Systems Specialist 2. This position is located in Salem, Oregon. The fulltime permanent position pays \$2,295 to \$3,162 a month, plus generous state benefits. Normal weekday office hours. To qualify you must have two years of experience that includes providing support to staff in the operation, maintenance, and installation of computer systems, or Associate degree in Computer Science, or college-level coursework that includes 30 quarter (20 semester) computer science credits. For further information visit the State of Oregon web site at oregonjobs.org, or call (800) 375-2864. Closing

These are just a few of the current job openings available with the State of Oregon. A more complete announcement listing, application forms, and additional job information are available at: a) local Employment Department field offices, or b) the Oregon jobs page at: onjobs.org. The State of Oregon and all its divisions are proud to be equal opportunity employe

The Fortland Observer Classifieds

workforce. Deadline is February 17, 2000.

Equipment Operator 2

Call Today 503.288.0033 Facsimile.

\$11.50. ..percolumn inch \$13.00...... ..per column inch and boxed .per column inch boxed and shaded 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

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