



Classifieds/Bids

Have a safe and happy St. Patrick's Day

Employment

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 6th Portland, OR

General 235

Washington County Cartographer I

(Assessment & Taxation) \$2,335-\$2,836/month. Closes March 24, 2000. **Engineering Associate** \$3,730-\$4,536/month. Closes March 24, 2000. **Principal Engineer** \$4,777-\$5,805/month. Closes March 24, 2000. **Public Safety Business Services Manager** (Sheriff's Office) \$51,924-\$63,096/year. Closes March 24, 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

General 235

Program Coordinator - Construction Compliance (Bureau of Purchases) Monthly Salary Range: \$3,824-\$4,884. The Bureau of Purchases is recruiting qualified applicants for two new positions responsible for ensuring disadvantaged, minority, women and emerging small business (D/M/ESB) and apprenticeship and employment program compliance on City construction projects and contracts. Please contact Gail Thompson, City of Portland, Bureau of Human Resources at (503) 823-3526 for an application packet. Application Deadline: 4:30 p.m., Friday, March 31, 2000.

Health Care 240

Mental Health Residential Counselors Come and grow with us! We are an established non-profit agency serving children and families and we are opening a brand new 24-hour program that will serve adolescent males, ages 9-13, referred through SCF. We have openings available for direct care staff - some positions require a BA in mental health or related field or 2 yrs. Exp. in mental health. We have both full- and part-time positions with all shifts available. Salary range from \$8.75-\$9.00 an hour plus excellent benefits, including opportunities for training and professional development. If you are enthusiastic, motivated, and ready to be a part of a new team, please send your resume with cover letter indicating which shifts you are interested in to: Peter Rosenblatt c/o Janus Youth Programs, 707 NE Couch, Portland, OR 97232. Position closes 3/14/00, 3:00pm. We value diversity and are an equal opportunity employer.

240 Health Care

Small Agency hiring Direct Care Workers who want to make a difference. Must be 18 years old. Starting \$7.25-\$7.60. Call 669-6622.

Employment

Legal 253

Attorney. Legal aid office seeks poverty law attorney. Some family law & administrative law experience preferred but not required. OSB membership strongly desired. Spanish skills useful. Salary dependent on experience. Generous benefits.

Resume to: Ira Zarov, Executive Director, 700 SW Taylor, #310, Portland, OR 97205. Equal Opportunity Employer

Retail 255



Assistant Manager Columbia Sportswear, the leader in outdoor apparel, is seeking an Assistant Manager for our Flagship retail store in downtown Portland. You will assist the Manager to ensure the efficient, profitable and customer-oriented operation of the Flagship Store. Train Sales Associates in cash register transactions, store procedures and the best customer service anywhere! Act as back-up for Flagship Store Manager when necessary. We offer a competitive wage, sales incentives, medical/dental insurance, 401K, employee discount and the training you will need to be successful with us. Please send resume to Columbia Sportswear, Dept. FlagAM, Box 83239, Portland OR 97283-0239, or FAX to (503) 735-4597. We are an equal opportunity employer.

Accounting 258

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

Accounting 258

Account Executive Expanding National Wholesale Mortgage Lender seeks Account Executive for Portland surrounding areas. Wholesale mortgage and sales experience preferred. Excellent compensation and benefit plans. Please send resume to: Washtenaw Mortgage Company, HR Dept., 315 E. Eisenhower, Ste. 12, Ann Arbor, MI 48108 or fax to: 734-662 9517. www.washtenawmortgage.com

Sales 260

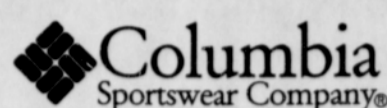
Sales Associate: Entercom Radio is seeking 2 Sales Associates. These positions support approx. 25 AE's with various administrative duties while being trained in broadcast sales. A strong desire to work towards a future in radio sales is necessary. Must be able to generate professional presentations/correspondence and other business documents. Knowledge of word processing and desktop publishing a must. Goldmine or other contact database experience helpful. Some phone duties. Send resume. References to Human Resources - Entercom - 0700 SW Bancroft St., Portland, OR 97201. KGON/KFXX.KKSN.KNRK/Rosie/Sunny - Equal Opportunity Employer.

Sales 260

Part Time Relief Route Sales Immediate opening for part time relief route sales out of our Centralia depot. 24 hours per week, Sat. Sun. & Wed. \$10.85 hour. 3 mos. + retail grocery and or direct delivery exp. Excellent DMV record. Apply Lewis Co. Job Center, Job Ref# WA 0800474. AAP/EEO Employer.

Employment

Sales 260



Sales Services Assistant Columbia Sportswear Company, a global leader in the design and manufacture of outerwear and sportswear is currently seeking a Sales Services Assistant to join our Sales team.

This is an in-house support position in our sales department. Duties focus primarily on closeout processing and follow-up, data entry on our in house computer system (JDE) for sales and pricing; preparation and distribution of seasonal price lists; and troubleshooting and follow-up of order entry issues for sales reps.

Qualified candidate will possess an Associate degree or equivalent work experience and a minimum of 1-to 2 years related experience performing administrative and office support assignments. Previous experience with Microsoft Windows, Word, and strong Excel skills preferred. Excellent data entry skills and customer service skills required. Please forward resume to Columbia Sportswear Company, Human Resources, Dept. SSA, PO Box 83239, Portland OR 97283, or FAX to: (503) 735-4597. Equal Opportunity Employer.

230 Financial/Ins.

Fiscal Administrative Assistant FT Fiscal Admin Asst needed for nonprofit. Duties include purchasing, facility oversight, gen ofc tasks and assisting personnel. Apply at Portland Impact, 4707 SE Hawthorne Blvd. EOE

Advertisement For Bid

Sealed bids for the Weniger Hall Elevator Renovation project will be received by the Oregon State Board of Higher Education until 2:30 PM, local time, April 11, 2000. Bids will be opened and publicly read aloud at that time. All bidders must be registered with the Construction Contractor's Board. Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-7694.

235 General

Immediate Opening! Overnight/Weekend. News Anchor/Board Operator. Two Years Experience required. Send tape and resume to Paul Pimentel-Operations Manager 0234 SW Bancroft, Portland, OR 97201. No phone - calls. Equal Opportunity Employer. Interviewing immediately.

240 Health Care

Family Advocate FT Family Advocate needed for nonprofit. Duties include assisting people in overcoming barriers to attaining economic self-sufficiency, educational success and family well being. Apply at Portland Impact, 4707 SE Hawthorne Blvd. EOE

265 Social Services

Youth Employment & Empowerment Coalition **Executive Director** For a non-profit organization in Northeast Portland, serving gang impacted and at risk youth. Desired experience in facilitation, system planning and program development, fund development and outreach and human resources for youth. **Job Developer** The position reports to the Executive Director and involves developing and maintaining relationships with existing and prospective employers in the greater Portland area. Desired experience in outreach and human resource programs, particularly interviewing and pre-employment training for youth. Please send letter of interest and resume by March 10th to: Y.E.E.C., 1818 NE Martin Luther King, Jr. Blvd, Portland, OR 97212.

“Doing Good Things for Oregon!”
Visit our Web site at www.oregonlottery.org

Currently recruiting for:
OL177169, Planning & Analysis Manager
OL177196, Supplier Quality Engineer
OL177191, Marketing Research Manager
OL177183, Systems Analyst or Sr. Systems Analyst
OL177210, Internal Auditor - Auditor II
OL177212, Customer Service Specialist (Hotline Operator)
OL177215, Support Specialist II (Job Share)
OL177214, Hotline Supervisor
OL177213, Media Specialist
OL177216, Buyer 2

Applications and complete job announcements can also be obtained at any office of the Oregon Employment Department or by calling the Lottery Job line at (503) 540-1328 in Salem. Successful applicants are subject to extensive background checks. Affirmative Action/Equal Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.

253 Legal

Attorney Managing. LASO, a statewide, federally funded, nonprofit legal services program seeks managing attorney for its Multnomah County office (MCO), in Portland. MCO has a staff of 25 including lawyers, paralegals, & support staff. Applicants must have 5 or more years of experience working in legal services or with low income clients in a substantial capacity. LASO has a long history of meaningful advocacy on behalf of clients and seeks a creative, organized person with major litigation and management experience. LASO is an equal opportunity employer. Cover letter & resume to Ira Azrov, Legal Aid Services of Oregon, 700 SW Taylor, Suite 310, Portland, 97205.

THE MOST IMPORTANT STEP IN ANY JOURNEY IS THE FIRST ONE. **MAKE IT COUNT!**

Let that step lead you into a career with one of the most prestigious healthcare organizations in the country. We offer career paths, competitive salaries, a diversified staff, and comprehensive benefits.

CURRENT OPPORTUNITIES
Dental • Nursing • Pharmacy • Radiology
Laboratory • Research • Medical Receptionist/Assistants
Finance/Accounting • Information Technology & Services
Many other open positions

Explore our website. You can review jobs, complete an application & request referrals on-line. Or visit our employment office.

KAISER PERMANENTE.
500 NE Multnomah St., Portland, OR 97232
Hours: Monday - Friday 8am-3:30pm
Phone: (503) 813-4701
Drug Free Workplace • AA/EEO
www.kp.org/nw

PORT OF PORTLAND
Career Opportunities

Information about career opportunities with the Port of Portland can be obtained by calling the Job Hotline at (503) 944-7480. Hearing impaired applicants may call TDD, (503) 944-7485. Applications are available by calling (503) 944-7400 or by visiting the Port's office, located at 121 NW Everett St, Portland, Office hours are Monday through Friday, 8am to 12pm and 1pm to 5pm. You may also apply online at our website. www.portofportlandor.com

The Port of Portland is an 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 1-877-813-3476 for application packet. For jobs in road maintenance, visitor information 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.

Request for Sub-Bids Wanted
Davis Slough Bridge-ODOT
All Bids Due: March 23, 2000 Time: 9:00 am
West Coast Contractors, Inc.
PO Box 1650
Coos Bay, OR 97420
CCB#063710

We are an equal opportunity employer and request sub-bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
Phone: 541-267-7689 Fax: 541-267-2182

The State of Opportunity.

In Oregon, opportunity means a variety of careers available statewide, competitive salaries and great benefits. Currently, openings exist in the following agencies:

DEPARTMENT OF CORRECTIONS
Administrative Specialist 2
Budget Technician
This position is with Fiscal Services in Salem and assists in the formulation and development of the Department's biennial budget document. Requires two years of experience, which included administrative support for a project, program, or operation. Salary is \$2,431 to \$3,195 a month, plus excellent benefits. **Announcement #LE000390 and state application may be obtained through any Oregon Employment Department or call (Toll Free) (877) 888-5234, or visit our web site at www.doc.state.or.us. Recruitment closes March 22, 2000.**

OREGON ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
Oregon Arts Commission
Visual Arts Coordinator
This position is located in Salem. This position coordinates the selection of artwork through Oregon's statewide Percent for Art program and provides technical assistance to visual artists and organizations. The Visual Arts Coordinator is also responsible for public education regarding Oregon's public art collection. Salary is \$2,906 to \$4,140 a month, with excellent benefits. **Announcement #ES123018. Contact the Human Resources Office at (503) 986-0095 for the required application packet or access the full job announcement including application process at www.econ.state.or.us. Closing date is April 10, 2000.**

OREGON PARKS AND RECREATION DEPARTMENT
Principal Executive/Manager H
OPRD Director
The Oregon State Park and Recreation Commission seeks a dynamic individual to serve as OPRD's chief executive. The Director must be an enthusiastic advocate for the agency's programs and an effective collaborator with the agency's business partners and constituents. OPRD is the State's outdoor recreation advocate, responsible for protecting, maintaining and operating a park system of 225 parks throughout the state; managing and protecting other scenic, historic and recreational properties; operating special programs such as the Scenic Rivers, Recreational Trails, All Terrain Vehicle, Historic Preservation, Heritage Commission, Pioneer Cemeteries, and Ocean Shores programs; and providing assistance to local government recreation programs through grants. The agency has central offices in Salem and six operating areas located throughout the state. There are approximately 700 permanent and seasonal employees and a biennial budget of approximately \$108 million. The Director reports to the State Parks Commission, serves as a member of the Governor's Natural Resources Cabinet, and ensures the effective and efficient operation of the agency's programs consistent with the agency's mission and values. Qualifications: minimum of seven years of progressively responsible business management experience in a complex and multifaceted public or private organization; experience must include overall management responsibility for an organization or major division of an organization. Experience managing a complex park system or organization responsible for natural resource stewardship is highly desirable. The salary for this Executive Service position is \$62,820 - \$92,832 annually, negotiable based on experience and qualifications. **Announcement #ES73410. Contact OPRD Personnel Services at (503) 378-4168 ext. 253 to obtain application materials or visit the State's web site at www.oregonjobs.org. Closing date is April 21, 2000.**

OREGON BOARD OF MEDICAL EXAMINERS
Support Services Specialist
Administrative Specialist 1
The Oregon Board of Medical Examiners, a licensing and disciplinary board, seeks a highly organized person who likes detail and a varied routine to serve as the support services specialist in its administrative services department. If you enjoy processing payroll, accounts receivable and contracts, as well as coordinating miscellaneous office projects, and you have accounting experience, call (503) 229-5873 x 222 for an application packet. Salary is \$1,882 to \$2,604 a month plus excellent benefits. The Board's office is located in downtown Portland. **Announcement #LE000360. For information about the board of medical examiners, visit our web site at www.bme.state.or.us. Closing date is March 20, 2000.**

OREGON STATE UNIVERSITY
Facilities Services
Project Manager/Assistant Design Services Manager
The Project Manager/Assistant Design Services Manager supervises one staff member who is responsible for document management in our vault, as well as producing CAD drawings for projects, and as-built drawings; and supervises 3-4 student workers. Qualifications for this position include a Bachelor's degree in Engineering, Architecture, or related field. Minimum of one-year supervisory experience required. Proficiency in the use of a personal computer. Working knowledge of scheduling software and AutoCAD preferred. Knowledge in the field of engineering/architecture (structural, electrical and mechanical) and building construction is preferred. General knowledge of state and local building codes. Skill in clarifying the specification requirements for the design of facilities; design of construction documents for minor projects; inspecting construction in progress and upon completion for quality workmanship and contract compliance; ability to communicate clearly and effectively with the wide variety of parties involved in construction projects. This position is a professional faculty appointment. Salary is negotiable based upon experience and qualifications. **For an application packet, contact Nina Stagner-Phillips at Facilities Services by phone (541-737-7670) or by FAX (541-737-3724). OSU is an AA/EEO and has a policy of being responsive to dual-career needs. Applications will be accepted until the position has been filled. For full consideration, completed application packets should be received at Facilities Services by 5:00 PM on the closing date of March 31, 2000.**

Facilities Services
Construction Inspector
Bachelors Degree in the Building or Housing field or other related areas preferred. Must possess a valid Oregon Driver's License. Major duties include project management; planning/estimating; roof & facilities inspections; and technical support. Salary is \$2,857 to \$3,293 a month. **Contact OSU Office of Human Resources, 14th & Jefferson, Corvallis OR 97331-2131, (541) 737-3103 (TTY) (800) 735-1232 for the hearing impaired, for application materials. OSU is an AA/EEO. All application materials must be received by 5:00 PM on the closing date of March 24, 2000.**

Facilities Services
Program Rep. 1
Must have 2 years' experience with responsibility for program or project monitoring and coordination. Duties beyond clerical include interpretation of laws, rules, and regulations; and instruction of Facilities Services' staff and the public regarding policies and procedures. Major duties include scheduling of projects ready for bidding; preparation of contract documents; and coordination with other State agencies, such as Department of Justice and Bureau of Labor and Industries. Salary is \$2,375 to \$3,293 a month. **Contact the OSU Office of Human Resources, 14th & Jefferson, Corvallis OR 97331-2131, (541) 737-3103 (TTY) (800) 735-1232 for the hearing impaired, for application materials. OSU is an AA/EEO. All application materials must be received by 5:00 PM on the closing date of March 24, 2000.**

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: www.oregonjobs.org. The State of Oregon and all its divisions are proud to be equal opportunity employers.