



Classifieds / Bids

Employment

General 235

AmeriCorps Volunteer Opportunities with Portland Habitat for Humanity

Portland Habitat for Humanity is currently accepting applications for the position of Assistant Construction Site Supervisor. 1700 hour commitment (beginning mid-August), living stipend, subsidized housing and educational award at the end of term of service. Rolling application deadline until eight positions are filled or 5/3/00. Applicant must be willing to learn a variety of construction skills as well as enjoy working with volunteers. For an application, visit www.habitat.org. Please send a copy to Habitat International as well as to Portland Habitat @ P.O. Box 11527, Portland, Oregon 97211

Retail 255



Flagship Retail Store: Full Time Sales Associate

As a Sales Associate, you will be responsible for selling, stocking, cashiering and other duties while providing sales assistance and service to the greatest people in the world...our customers.

You must be self-motivated, willing to work flexible hours, and have previous apparel sales experience along with the ability to provide a very high level of customer service. We offer medical/dental, 401(k), competitive wage, sales incentives, employee discount, and the training you will need to be successful with us.

Please apply in person at the store or forward your resume, salary history and cover letter to: Human Resources, Dept. FLSA, Columbia Sportswear PO Box 83239 Portland OR 97283-0239, or FAX to: (503) 735-4597. Equal Opportunity Employer.

Accounting 258

Account Executive

Expanding National Wholesale Mortgage Lender seeks Account Executive for Oregon. Wholesale mortgage and sales experience preferred. Excellent Compensation and benefit plans.

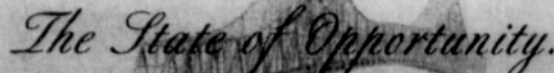
Please send resume to: Washtenaw Mortgage Company, HR Dept., 315 E. Eisenhower, Ste. 12, Ann Arbor, MI 48108 or fax to: 734-662-9517. www.washtenawmortgage.com

Accounting 258

General Accountant

FT, Arts Council, GL/AP/PR/AR/HR. 3 yrs acctg exp. Report to finance director. Salary: \$11.75 to 12.75/hour, excellent benefits. See www.racc.org. Letter, resume, references by 4/7. Search, RACC, 620 SW Main St, #420, Portland OR, 97205. EOE

Employment



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

DEPARTMENT OF HUMAN SERVICES Office of Medical Assistance Programs Research Analyst 3 Research Analyst

The Office of Medical Assistance Programs (OMAP), in the Department of Human Services (DHS) is recruiting for an innovative and energetic person to fill the position of Research Analyst. This position is responsible for analyzing qualitative as well as quantitative data for statistical and informational purposes, and explaining data collection policies and procedures, statistical data analysis, and writing technical reports. This position is located in Salem. **TO QUALIFY:** You must have two years of research experience independently gathering, compiling, and analyzing data using statistical methods (inferential, multi-variate analysis, etc.), using statistical software packages to manipulate the data; and preparing narrative or statistical reports and college-level courses in Statistics (at least six quarter hours), or an equivalent combination of training and experience. Salary is \$2,856 to \$3,980 a month. **Job Announcement #E990814A. Obtain State of Oregon application in the following ways: Visit the State of Oregon web site at www.oregonjobs.org; or contact your local employment department office; or call the DHS Job line at (503) 945-5742. Send or deliver your completed application materials to: Department of Human Services/Records & Recruitment Unit, 500 Summer Street NE - 4th Floor Salem, OR 97310-0005, or you may FAX your application materials to either (503) 378-2249, (503) 378-8463 or (503) 378-3689. The Department of Human Services is committed to affirmative action, equal employment opportunity and workforce diversity. Application materials must be received prior to 5:00 p.m. on March 31, 2000.**

**OREGON ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
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.**

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.



Portland Police Bureau

Join the Premier Law Enforcement Agency in the Northwest

Career Opportunities in Support Positions

Police Records Specialist Trainee

- \$9.77 Per Hour to Start
- \$10.61 Per Hour after Six Months
- \$15.91 Per Hour Top Pay after Three Years
- Excellent Benefits

Police Administrative Support Specialist

- \$1,978 Per Month at Entry
- \$2,758 after Three Years
- Excellent Benefits

Career Opportunities for Police Officer Positions

Minimum Requirements

- 21 Years Old
- Four Year Degree from an Accredited Institution (or be Within 6 Months of Obtaining it)
- No Felony Convictions
- U.S. Citizen or be One Within 1 Year from Date of Hire.

**For More Information Call: (503) 823-0346
or Toll Free (888) 735-4259**

or visit our web site at www.portlandpolicebureau.com
An Equal Opportunity / Affirmative Action Employer

Work for Census 2000 A Good Paying Temporary Job

Census 2000 needs individuals to help count in your community. We'll train and pay you weekly as Census takers. These temporary part-time jobs last approximately four to six weeks and the hours are flexible.

It's a great second job and a way to earn extra money. But the best part is that you can be proud, knowing you're helping your community. We need you now--so get involved.

1-888-325-7733
www.census.gov/jobs2000

TDD: 1-800-341-1310

THE CENSUS BUREAU IS AN EQUAL OPPORTUNITY EMPLOYER

**AN IMPORTANT JOB
THAT PAYS**



The Multnomah County Health Department is currently recruiting for the following positions:

- Mental Health Consultant
- Clerical Unit Supervisor - Bilingual Spanish
- Corrections Health Operations Supervisor
- Medical Records Manager
- Health Operations Supervisor
- Administrative Secretary
- Community Health Worker 1 and 2 (see our more detailed ads in this classified section)
- Eligibility Specialist
- Information and Referral Specialist (Bilingual Spanish or Russian)
- Medical Records Technician (ART)
- Community Health Nurse (RN) - Bilingual Spanish

Application materials and formal job announcements are available at: www.co.multnomah.or.us/jobs/, in person or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Human Resources Division, 1120 SW 5th Avenue, First Floor Lobby, PO Box 14700, Portland OR, 97293-0700. Assisted access to Multnomah County job information and web site is available at Multnomah County Libraries.

Multnomah County Health Department is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. An Equal Opportunity Employer



BROADBAND

AT&T Broadband, a leader in the telecommunications industry, has the following exciting opportunities.

Contractor Coordinator - Must have a good driving record and experience in coax and fiber construction and splicing and safety practices. This position will be overseeing fiber projects for the East Portland Upgrade Office. These are full-time positions and could require working overtime/some weekends. Position closes 4/05/00. Job #0402. Cathleen Caldwell.

Quality Control Inspector - Must have a good driving record and experience in coax and fiber construction and splicing and safety practices. This position will be inspecting work done by contractors for the East Portland Upgrade Office. These are full-time positions and could require working overtime/some weekends. Position closes 4/05/00. Job #0707. Cathleen Caldwell.

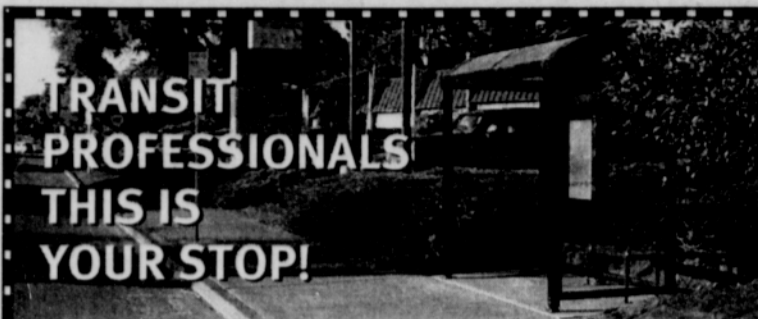
Permit Coordinator - Must have good driving record and exp. in coax and fiber construction and splicing and safety practices. This position will be securing permits from local agencies and residents for the East Portland Upgrade office. These are full-time positions and could require working overtime/some weekends. Position closes 4/05/00. Job #0408. Cathleen Caldwell.

Customer Sales/Service Rep. I - This is an entry level CSR position, responsible for performing a variety of routine customer service & sales duties. Under training and work direction, answers customer phone calls, selling services, and covering full range of services in a prompt and professional manner. Closes 4/05/00. Job # 0608. Cathleen Caldwell.

Please indicate position title and job # in subject line of cover letter, submit resume and salary requirements to:

AT&T Broadband
3075 NE Sandy Blvd.
Portland, OR 97232
Fax # (503) 731-5508

Drug screen and background checks required for final candidates. AT&T Broadband is an Equal Opportunity Employer.



Tri-Met, Oregon's progressive public transit agency, has the following immediate openings in its Bus Stops Section:

BUS STOPS PROGRAMS MANAGER

Hiring range of \$4,390 to \$5,488/month
The successful candidate will manage and be accountable for all aspects of bus stop development and maintenance. Oversees establishment of policies and procedures with respect to bus stop management as well as the preparation of a development program and budget. Supervises staff in planning, construction, and outreach as well as daily bus stop maintenance and management. Provides for integration of bus stops program with related development projects.

- Qualified applicants will have the following background:
- Bachelor's degree in engineering, transportation planning, economics or business management
 - Master's degree in city planning or related field highly desirable
 - Directly related experience in transit operations may substitute for educational requirements
 - Five years progressively more responsibility in transportation planning, transit operations, project management required; prior experience with transit agency desirable
 - Experience developing and managing contracts, budgets, work programs
 - Or any equivalent combination of experience and training

BUS STOPS COMMUNITY RELATIONS SPECIALIST

Hiring range of \$3,105 to \$3,882/month
The successful candidate will coordinate external and internal communications pertaining to bus stops. Responsibilities include: review customer service inquiries, solicit investigation from other staff, prepare all replies in coordination with Customer Service Department. Works directly with property owners, businesses or affected parties as bus stops are changed or added. Manages SOLV partnership with Tri-Met's Marketing Department to promote bus stop sponsorship. Prepares bus stop related literature and mailings, conducts community meetings and presentations.

- Qualified applicants will have the following background:
- Bachelor's degree in communications, social science, marketing, public relations or related field
 - Three years increasingly responsible experience in community relations for private or public organizations; or sales, market analysis or public relations
 - Personal computer experience with word processing and spreadsheets required
 - Experience with computer desktop publishing systems and computer databases desirable
 - Or any equivalent combination of experience and training

BUS STOPS PLANNER/ANALYST

Hiring range of \$3,105 to \$3,882/month
The successful candidate will be responsible for the management of the bus stops database, related reports, and maps. Responsibilities include: integrity assurance of location identification file, amenities description file, history file and work order tracking system. Prepares maps/reports for assisting bus stop management, development, and performance tracking. Prepares field check information and performs GPS location determination. Works closely with Information Development program, Bus Operations, and Bus Stop Management staff.

- Qualified applicants will have the following background:
- Bachelor's degree in statistical analysis, geography, computer science, urban planning or related field
 - Training and experience in use of Geographic Information Systems essential
 - Personal computer experience with word processing, database and spreadsheet applications required
 - Two years of increasingly responsible professional experience in statistical analysis, mapping, or other analytical work desirable
 - Experience with statistical analytical packages (SAS or SPSS) and CADD desirable
 - Or any equivalent combination of experience and training

Qualified candidates may obtain application materials in Tri-Met's Administration Building lobby, 4012 SE 17th Ave., Portland, OR 97202. Deadline for applications is Friday, April 14, 2000. You may fax your application to 503-962-7440.

Those residing outside of the Portland Metropolitan area or who are physically disabled may request application materials by calling 503-962-7635. You may reach us on bus line #17 & #70. Visit our web site at <http://www.tri-met.org/jobs/>.



How we get there matters.

Tri-Met is an equal opportunity and drug-free workplace employer.

LANE COUNTY-OREGON REQUEST FOR PROPOSAL

Notice is hereby given that sealed proposals for LCP 2000-04 Lane County Courthouse/Public Service Building Food and Vending Services shall be received by Chuck Wallace, Purchasing Manager, at Lane County Purchasing, 125 East 8th Avenue, Eugene, OR 97401 until the hour of 2:00 p.m. on April 18, 2000 after which time proposals will not be received and at which time all proposals received in proper form will be opened and recorded.

The work consists of provision for food and vending services for the Lane County Courthouse-Public Service Building for a three-year period. There will be a non-mandatory pre-bid conference and walk through of the work site on April 4 at 3:00 p.m. at the Lane County Cafeteria, Public Service Building Lower Level, 125 East 8th Avenue, Eugene, OR 97401.

Request for Proposal documents may be obtained at Lane County Purchasing, 125 East Eighth Avenue, Eugene OR 97401. Requests may be made in person, mail or telephone 541-682-7475.

The outside of the sealed envelope shall be clearly marked with the Proposer's Name, Address, Request for Proposal Name and Number, and the Opening Date. Each proposal must be submitted in the requested format and contain a statement as to whether the Proposer is a resident Proposer, as defined in ORS 279.029.

The contract is not for a public work and not subject to ORS 279.348 to 279.380 or the Davis-Bacon Act (40 U.S.C. 276a).

Lane County may reject any proposal not in compliance with all prescribed public contracting procedures and requirements and may, for good cause, reject any and all proposals upon a finding of the County that it is in the public interest to do so. All Proposers are required to comply with the provisions of ORS 279 and the applicable provisions of the Equal Opportunity Act of 1972 and the Civil Rights Act of 1964, as amended. Chuck Wallace, Purchasing Manager Lane County, Oregon



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

CLASSIFIED
ADVERTISING