



Classifieds/Bids

Employment

General 235

Inventory Planner/ Manufacturing Coordinator
 Rexam Image Products is a multi-billion dollar company with manufacturing and sales worldwide. We are seeking a talented professional to work in our Portland plant, which manufactures inkjet media and other coated paper products primarily for the high tech industry. The position will be responsible for all planning logistics for Biomatic sheeter, including raw material and supply purchases, coating schedules, sheeter converting schedules, inventory management, and customer service interface. This will be done with close coordination of capacity and resource utilization, forecasting, material strategies, shop floor and systems management. Requires 2+ years as a planner/scheduler in a manufacturing environment, with a Business degree preferred. Excellent interpersonal skills are required to negotiate and facilitate many functional areas. Experience with MRP systems in a manufacturing environment, planning of Bill of Materials, and APICS background is also desired. We offer competitive compensation and an excellent benefits package. Please send resume including references and salary history to: **Rexam Image Products, Attn: Human Resource Mgr., P.O. Box 3349, Portland, OR 97208-3349. Equal Opportunity Employer.**

General 235

Manufacturing Production Workers
 Rexam Image Products is a multi-billion dollar company with manufacturing and sales worldwide. We are seeking talented Sheeter/Bundler production workers to work in our Portland plant, which manufactures inkjet media and other coated paper products primarily for the high tech industry. Candidates must possess a minimum of 1-2 years' experience working in a production, manufacturing, industrial, process or mechanical environment. A high school diploma or GED is required. Teamwork and communication skills are also essential. Positions will require repetitive assembly of packaging materials with some bending and lifting (up to 50 lbs). Must be able to work shift work and overtime when necessary. Starting hourly wage is \$8.98 per hour. We offer an excellent benefits package, including medical, dental, 401k, and vacation, with excellent opportunities for advancement. Qualified individuals should send resumes to: **Rexam Image Products, Attn: Human Resources Mgr., P.O. Box 3349, Portland, OR 97208-3349. Equal Opportunity Employers.**

General 235

Executive Producer/Update Announcer: All Sports station looking for take charge, aggressive and creative Executive Producer. Must understand that format is about entertainment and non-sports issues as well. Will work with Program Director and talent in development of on-air shows, and have some supervisory assignments. Must have an extensive rolodex, solid on-air delivery and not be afraid to go after the big interview. Tape/resume to Program Director, KFXR Radio, 0700 SW Bancroft St., Portland, OR 97201. EOE No phone calls.

General 235

Parents Anonymous Of Oregon Needs Volunteers!
 Parents Anonymous of Oregon is an innovative non-profit organization with programs that promote parent education and help prevent child-abuse before it happens. Volunteers are needed to facilitate weekly parent support groups, children's groups, and answer the Parent Helpline. Training for all positions begins Thursday, May 23rd. For more information, call Cindy at 452-4785.

Employment

General 235

The Multnomah County Health Department is currently recruiting for the following position:
 • **Medical Records Technician (ART)**
 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



Office 250

Evening Receptionist
 PT evening receptionist needed immediately. Duties include answering a multi-line phone, greeting clients and visitors, general office tasks, closing the facility at night and other duties as assigned. Resumes will not be accepted in lieu of Agency application. Apply at Portland Impact, 4707 SE Hawthorne Blvd. EOE/AA

Sales 260



Sales Services Assistant
 Are you seeking to be a part of an internationally recognized apparel manufacturer? Have you always wanted to work in Sales, from "behind the scenes?" 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 a Sales Services Assistant to join our Sales team.
 This is a SUPPORT position in our sales department. Duties focus primarily on closeout processing and follow-up, data entry on our in house computer system 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 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.

Real Estate

Appts. for Rent

Maggie Gibson Plaza for Rent
 Brand new units in renovated building (formerly the Texas Lounge). Walking distance to art galleries, restaurants and shops. 0-3 bedrms available \$415-620. Income limits apply. Call 284-8642 for more information or appointment. Ask for Leah. Equal Housing Opportunity.



Employment

Social Services 265

Executive Director, Child Welfare Partnership
 Portland State University invites applications for the Executive Director of the Child Welfare Partnership, a research, training, and MSW education program. The Executive Director is responsible for administration of the Partnership and for development in ways that meet the needs of the child welfare agency, conform with federal funding requirements, and make a contribution to knowledge in child welfare.
 Established in 1994, the Partnership is a collaboration between the University and the state's child welfare agency. The Partnership has grown rapidly in the past five years. Currently the annual budget is about 4.2 million and there are 45 staff across the three program areas. The Partnership is poised for continued growth and expansion. Its programs and the Executive Director position description can be explored at its web site: www.cwp.pdx.edu.
 Preferred qualifications are a Ph.D in Social Work, or MSW with a Ph.D. in a discipline related to children and families, background in public child welfare, administrative experience, program development and leadership skills, and demonstrated capacity to work with diverse populations. Experience with teaching, research, and/or training would be valued.
 This is a 12 month, 1.0 fixed term appointment, effective 9/1/00 to 6/30/01 renewable subject to funding and satisfactory performance. Salary and academic rank negotiable.
 Send cover letter and resume or curriculum vita to: Joan Shireman, Chair, Search Committee, Graduate School of Social Work, Portland State University, PO Box 751, Portland, OR 97207-0751.
 The position is open until filled. Portland State University is an EQ/AA employer.

Social Services 265

Volunteers Of America Of Oregon, Inc.
 Volunteers of America of Oregon, a not-for-profit social services organization with a 104-year history serving this community, has a job opening:
On-Call Program Assistants
 Volunteers of America Oregon (VOA) Adult Day Care is currently seeking on-call program Assistants for our programs for seniors with disabilities that provide, daytime therapeutic health and social services in four group settings. Primary responsibilities include; group and one-on-one activities with seniors such as gardening, art, and exercise; providing personal care such as showers; working on a multi-cultural, diverse team. Daytime hours only. Certified Nursing Assistants preferred, not required. \$8.00/hour to start with room for growth in to full-time work and advancement within senior services. Open until filled. Send a letter and resume, or stop by to fill out an application, at Volunteers of America, Oregon, Inc., 537 SE Alder Street, Portland, Oregon 97214, referencing ADC-On-Call Program Assistant. Equal Opportunity Employer.

General 235

Development Coord/Dir Birth To Three FT to FT
 Eugene-based non-profit agency specializing in parent education & support invites applications. Pos is responsible for planning & coordinating all aspects of agency fundraising. Required abilities include demonstrated expertise in fundraising, planning, writing as well as exc people skills. Desire a BA & at least 2 yrs develop exp. Pay rate \$9.50-\$15/Hr. Call 541-484-5316 for pos descript &/or send resume, cover letter & references to: 86 Centennial Loop, Eugene, OR 97401. Pos closes 5pm May 5.

FREE!

AUTO SALES INFORMATION SEMINAR

May 16th, 6:00 PM
 Thinking of a career in Auto Sales?
 This is your chance to be informed about every aspect of professional auto sales without applying for a job!
LEARN THE ANSWERS...

- How much money can I make?
- Can I sell part time?
- Can I be honest and still succeed?
- Must I work weekends?
- Do I earn a salary or commissions or both?
- What's the difference in dealerships?
- What's the future?
- Is there job security?
- How do I select a good dealer?
- No experience necessary.

Bring your questions and get straight answers from Mike Lang, one of the most experienced professionals in the Northwest!

This is a free seminar and there is nothing to buy or sign up for, but seating is limited. Call Tammy for reservations, 722-4927, Monday May 15th, or Tuesday May 16th, 9 a.m. - 5 p.m.

WHOSHOULDATTEND?

- Anyone interested in a career change.
 - Anyone considering auto sales.
 - Experienced auto salespeople who desire to explore the options available.
 - Someone who wants more than a job.
- 19375 SE McLoughlin Blvd. Sponsored by the most respected dealer group in Portland...
THOMASON AUTO GROUP
 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

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:

OREGON DEPARTMENT OF TRANSPORTATION
Principal Executive/Manager D Project Manager
 Innovative leaders who want to make an impact on the transportation needs of recreation and tourist oriented areas are needed for prestigious and challenging assignments in Bend and Klamath Falls. Use your multifaceted management skills as part of our Region 4 project delivery team and exercise your ingenuity in these highly visible positions managing construction projects. You will provide engineering expertise and management oversight for the development and construction of quality transportation projects; supervise professional and technical staff who are responsible for ensuring contractor compliance with construction contracts and performing preliminary engineering on projects programmed for construction and related duties. Annual salary negotiable up to \$62,820, plus excellent benefit package, reimbursement of relocation expenses is negotiable. Bend Announcement #OCOT0262. Klamath Falls Announcement #OCOT0263. If you are interested in being a member of a government agency that is recognized as one of the most progressive in the country with career advancement opportunities, contact www.odot.state.or.us/hrd/jobindex.cfm for requirements and complete announcement information. ODOT is an AA/EEO employer committed to a diverse workforce. Application and required supplements must be received by 5:00 p.m., May 26, 2000.

Electrician
 If you want to work with highly motivated professional electricians and technicians in a team environment, look no further than ODOT's Electrical crew serving the greater Portland service area. You will perform Journey level skilled electrical work on traffic signals, highway illumination, buildings and grounds, parks, rest areas and bridges and will receive employer paid training in the maintenance and repair of state-of-the-art computerized control systems. Requires an Oregon General Journeyman License or Oregon General Supervisor's License. Annual salary negotiable up to \$47,760. Excellent benefits including health insurance; paid vacation, sick and personal leaves; 10 paid holidays; and full employer-paid retirement contribution. Announcement #OCOT0260. Contact ODOT Recruitment at (503) 986-4030 (TTY) (503) 986-3854 for the hearing impaired, or visit www.oregonjobs.org for announcement and application. ODOT is an AA/EEO employer committed to a diverse workforce. Deadline is May 22, 2000.

OREGON ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT
Information Systems Manager
Principal Executive/Manager D
 The Oregon Economic and Community Development Department invites applications for an Information Systems Manager. The Information Systems Manager, using a broad, extensive technical background, manages all information systems for the Department. This position also insures effective implementation of information technologies in support of the agency mission and as a "working manager" provides direct information system services to staff of the Department. Requires six years of experience in supervision, staff/technical, or professional-level work related to information systems. This experience must have included at least two years of supervision and management of a program section, or unit which includes: a) development of program rules and policies; b) development of long- and short-range goals and plans; c) program evaluation, and d) budget preparation as it relates to information systems. A Bachelor's degree or courses in a field related to Management, such as Business or Public Administration, or a field related to Computer Science may be substituted for up to three years of the required experience, but will not substitute for the two years of specialized experience. Salary is \$4,104 to \$6,059 a month, with excellent benefits. Announcement #LE9900662. Contact the Human Resources Office at (503) 986-0095 for more information and the required application packet or access the full job announcement including application process at www.econ.state.or.us. Closing date is May 25, 2000.

OREGON ARTS COMMISSION
Executive Assistant
To the Executive Director
Office Specialist 2
 The Oregon Arts Commission is accepting applications for an Executive Assistant to the Executive Director. This position provides confidential lead administrative support to the Executive Director of the commission including liaison with federal, state and local agencies, and the general public; processes office correspondence and coordinates responses to policy and budget issues; and provides administrative support for the Arts Commission meetings and related committees, assignments and projects. Requires one year of experience as a supervisor of clerical, secretarial, or office support staff which included hiring or recommending hiring; training; assigning, and reviewing work; preparing performance evaluations; and handling disciplinary actions. Salary is \$2,170 to \$3,061 a month, with excellent benefits. Announcement #ES123023. Contact the Human Resources Office at (503) 986-0095 for more information and the required application packet or access the full job announcement including application process at www.econ.state.or.us. Closing date is May 25, 2000.

OREGON STATE UNIVERSITY
Facilities Services
Architectural Drafter 2
 Must have 2 years of architectural drafting experience including: application of structural, mechanical, electrical, and architectural drafting techniques; using plans/sketches provided by architects, engineers; preparing documents for bidding process; excellent communications skills; computer skills including AutoCAD; and organizational skills. Major duties include computer aided design, document storage, administrative assistance, and customer service. Salary is \$1,974 to \$2,728 a month. Contact the OSU Office of Human Resources, 122 Kerr Admin, Corvallis OR 97331-2131, (541) 737-3103, (TTY) (800) 735-1232 for the hearing impaired, for application materials. All application materials must be received by 5:00 PM on the closing date of May 19, 2000. OSU is an AA/EEO.

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.

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

SUB-BIDS REQUESTED

Portland Public School - Phase 4 * Lincoln High School
 Deconstruction, Doors/Hardware, Gypsum Board/Plaster, Floor Covering Painting, Mechanical and Electrical for Lincoln High School Remodel and Addition Work. Baugh Construction Oregon Inc. will be bidding on Deconstruction and Rough and Finish Carpentry.
There will be a pre-bid conference on May 5th @ 3:00 pm at Lincoln High School, Room 169
Bid Date: May 17, 2000 * 3:00 pm
 Plans are available for review @ Baugh Construction and all major plan centers in the Portland area.
 2555 SW 153rd Drive, Beaverton, OR 97006
 Phone: (503) 641-2500 Fax: (503) 643-0646
 CCB#62877
 We are an equal opportunity employer and request sub bids from minority, women, disadvantaged and emerging small business enterprises.
 Visit our website: www.baughtent.com



Sub Bids Requested

Salem AFRC/STATE EMERGENCY COORDINATION CENTER * SALEM, OREGON
General Contractor Bids Due: May 23, 2000 * 10:00 am
If Interested in bidding this project, contact Dee @ 466-2075 x 231
OC AMERICA CONSTRUCTION, INC.
 1815 NW 169th Place, Suite 1060; Beaverton, OR 97006
 Phone: (503) 466-2075 Fax: (503) 466-2076
 Oregon Contractor Registration #104900
OBAYASHI
 We are an Equal Opportunity Employer and request for sub-bids from all interested firms, including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
 Note: OC America Construction, Inc. requires all subcontractor submitting bids in excess of \$50,000 to be 100% performance and payment bondable. The actual cost of the bond will be paid OCAC.

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 advertise you available
 positions in
The Portland Observer
 Classifieds