



Classifieds/Bids

Employment

General 235

The Multnomah County Health Department is currently recruiting for the following positions:
 Clinical Health Assistant - Corrections Health
 Community Health Nurse
 Health Information Specialist I
 Human Resources Analyst I - Health Medical Records Technician (ART)
 Office Assistant 2 - Bilingual (Spanish or Vietnamese)
 Pharmacist
 Program Development Specialist - Business Services
 Psychiatrist (Part-time - Corrections Health)
 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



General 235

Manufacturing Custodian



Performs custodial duties in mfg area, maintaining clean and orderly premises. Operates power cleaning and polishing equipment. Sweeps and mops mfg floor. Collects garbage from garbage and empties into dumpster. Lifts up to 50 lbs.

1yr previous janitorial experience preferred. Mfg environment preferred. Swing shift, 2:24 p.m. to midnight. Mon-Fri. Some OT. Great benefits. Medical dental and vision care, 401K plan, educational reimbursement, On-the-job training. Join our positive, friendly environment. Pre-employment drug and alcohol screening is required. EOE. Apply between 8am-5pm, Mon-Fri. Leatherman Tool Group, Inc. 12106 NE Ainsworth Cir. (1 block off Airport Way)

General 235

Maintenance Worker

Full-Time Maintenance Worker-Requires minimum of high school diploma or equivalent plus two years related experience. Must demonstrate skills in a wide variety of maintenance duties. Valid drivers license required with an acceptable driving record. Excellent Benefits. Send a letter of interest listing qualifications or fill out application in person by Tues, Sept. 5, 2000.

Human Resources
 Springdale Job Corps Center
 31224 E. Historic Columbia River Highway
 Troutdale, Oregon 97060
 As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants, however, all qualified applicants will be considered.

Employment

General 235

Recycling: Customer Service/Warehouse Local Non-Profit Organization Now Accepting Resumes/Applications.

If you are:

- Passionate in your work & life
- Like working with people
- Civic/Community minded
- Willing & able to lift 100+ lbs.
- Periodically through-out the day
- Would like to work 4 days a week with 3 off

Then go to The ReBuilding Center 3625 N. Mississippi Ave.

Pick up an application or drop off a Resume Tue. - Sun.

9a.m. to 6p.m. Deadline Sept. 5th, 6p.m.

- Residing in inner North or Northeast Portland a plus
- Knowledge of Building/Remodeling materials a plus
- Start pay \$10 an hour, Med. & Den. After 90 days
- Equal Opportunity Employer

General 235

Metro

Providing regional services *
 Creating livable communities
 Council Outreach Coordinator,
 Council Office. \$48,050-\$67,269/annually, FT, Deadline 9/19/00.
 Performs a variety of the most complex public affairs activities, including: acting as a liaison between the Metro Council and the media, developing and implementing a community relations program, identifying outreach opportunities and disseminating information on Metro policies, and working with the agency-wide communications team to ensure delivery of a consistent and accurate message to the public.

Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR 97232. Resumes are not accepted. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: www.metro-region.org
 AA/EEO Employer

General 235

**PORTLAND STATE UNIVERSITY
 Executive Director,
 Office of Information Technologies**

PORTLAND STATE UNIVERSITY
 Executive Director, Office of Information Technologies
 PSU is recruiting for this senior administrator responsible for providing vision, leadership, and delivery of information technology to and from the campus. The Director oversees a staff of 65 and administers a \$9m annual budget.

Please call 503-725-5878 for a copy of the full job announcement and application requirements, or visit our web page at: www.hrc.pdx.edu.

The review process will begin October 15, 2000; applications will be accepted until the position is filled. PSU is an Affirmative Action/Equal Opportunity Institution.

General 235

Radio Program Directors

Entercom Portland seeking experienced pros to lead their "Oldies" and "Hot AC" stations. Must possess strong management/organizational skills. A highly motivated, strategic thinker with vast knowledge and passion for formats a must. If this describes you, send your package to HR, Entercom, 0700 SW Bancroft St., Portland, OR 97201 or email judy@kgon.com. Equal Opportunity Employer.

Employment

General 235

Librarian 1&2-North Portland Branch Library

Multnomah County Library is seeking a Library Resources Trainer to manage the Computer Training Lab at the newly renovated North Portland Branch Library. Applicants must have or be within 3 months of receiving an ALA accredited master's degree in library science, or equivalent. Librarian 1: No experience required. One year of professional librarian experience is desirable. Librarian 2: Requires 2 years of responsible professional librarian experience. Salary: \$17.38/\$119 per hour, depending on experience. For more information, please see our website at <http://www.co.multnomah.or.us>

General 235

Portland State University is recruiting for the Executive Director, Office of Information Technologies. Please call 503-725-5878 for a copy of the full job announcement, or visit our web-page www.hrc.pdx.edu. The review process will begin October 15, 2000; applications will be accepted until the position is filled. PSU is an affirmative action/equal opportunity institution.

General 235

Washington County

Engineering Technician III
 \$3,201-\$3,934/month
 Closes September 11, 2000

Plans Examiner I

\$3,072-\$3,735/month
 Closes September 11, 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

Boy & Girls Clubs Of Portland: Part-Time Jobs - Art & Crafts, Education Program, Gym, Games Room, Extension Site Coords, Front Counter/Program Assistant, Before School Coord. Hours, locations, salaries vary. Experience with youth programs required. Bilingual a plus. Mail/fax resumes to Boys & Girls Clubs of Portland, 7119 SE Milwaukie Ave., Portland, OR 97202; Fax (503) 232-0387.

General 235

Postal Jobs \$9-14.27/HR
 + Federal Benefits
 No Experience, exam info.
 Call 1-800-391-5856x 6802

Wildlife Jobs \$8-19/HR
 + Federal Benefits
 Park Rangers, Security, and Maintenance
 No experience for some. For info call 1-800-391-5856x 6803
 8am-9pm Local not guar.

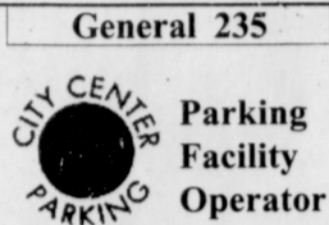
General 235

Program Supervisor
 Position with anti-poverty, non-prof. to oversee and supervise youth and family programs. Apply at Portland Impact, 4707 SE Hawthorne Blvd. Questions call 988-6000. EOE/AA

Employment

General 235

News Writer/Producer (Internet), journalism and internet experience required, minimum two years. Should have thorough knowledge of HTML, ASP, XML; and SQL knowledge a plus. Must be multi-tasking and creative. Send resume attention: Kris Fay, 0234 SW Bancroft, Portland, OR 97201. Equal opportunity employer.



General 235

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.
 130 SW Stark Portland, OR

General 235

Full-Time Driver

Year-Round Position With Excellent Benefits And Competitive Salary
 Full-Time year-round bus driver position open. Requires minimum of a high-school diploma or equivalent, one year experience as a licensed driver with a valid Non-Restricted Class BCDL. Send cover letter, resume and proof of DCL license or come in to fill out an application:
 Human Resources
 31224E. Historic Columbia River Hwy.
 Troutdale, OR 97060
 Responses Must Be Received No Later Than Tues. Sept. 5, 2000
 As an affirmative action employer, we are seeking qualified minority, female, veteran and disabled applicants; however, all qualified applicants will be considered.

General 235

Community Organizer
 Working with renters in diverse, low income neighborhood in Portland Community Alliance of Tenants, 460 9702

Health Care 240

Chemical Dependency
 De Paul Treatment Center is Growing Chemical Dependency Counselor-Youth
 Flexible hours

Join our Youth Residential Program in NE Portland. Utilize your multi-tasking skills in this challenging environment working with clients in the residential phase of treatment. Great opportunities to develop program and update your professional training. Bachelors plus 2 years experience or a Masters required. CADC I or II preferred. Experience with multi-ethnic populations desirable. Salary \$25 to \$31K DOE and exceptional benefits.

Letter of interest and resume to: De Paul Treatment Centers, Inc. Attn: Human Resources Manager PO Box 3007 Portland, OR 97208-3007 Fax: 535-1190 Email: dans.@depaul-centers.com Equal Opportunity Employer

Employment

Health Care 240

Executive Director for two interrelated non-profit public charities, both of which serve the Public Health community. A 15 member interlocking board serves both organizations. Two million dollars support promotion of public health outcomes. Major roles in fundraising, distributing funds, managing a small office, networking. Minimum requirements: BA/BS, 2 yrs exp as ED with a nonprofit, development exp. Prefer knowledge of public health and health care systems. Salary: \$65,000 plus benefits. Send resume to: Friends of Public Health, P.O. Box 6088, Portland, OR 97208

Office 250

Production Administration Clerk



Leatherman Tool Group, Inc. is a leading manufacturer of multi-purpose compact tools, that has been recognized for its growing line of high-quality and innovative products. We are equally proud of our professional work environment, our team of dedicated employees, and our commitment to build winning relationships.

The Production Administration Clerk provides administrative support to the manufacturing planning, scheduling, and purchasing areas. Work includes designing, maintaining, and preparing reports on production activity, processes, and inventory status. Verifying information and troubleshooting data discrepancies, accurate data entry, and creation and redesign of complex linked spreadsheets are key aspects of the job.

Requires 1 year office exp, word processing skills, and strong spreadsheet experience. Database exp and college level math preferred. Must be detail oriented, with strong communication skills to interact with employees at all levels in the company, and must have the ability to meet daily deadlines while coordinating long-term projects. We offer excellent benefits, competitive wages and a friendly professional work environment. EEOE. Pre-employment drug and alcohol screening is required. Please send resume and cover letter to Leatherman Tool Group, Inc. P.O. Box 20595 Portland, OR 97294-0595

Office 250

Human Resources Clerk
 Salem Area Mass Transit District is seeking an energetic, enthusiastic and service oriented individual to perform a variety of clerical, reception and human resources support functions. Starting wage is \$11.86 per hour. Come in or call 503-588-2424 to obtain an official application form and detailed vacancy announcement, which lists qualification requirements. Send completed application form to Salem Area Mass Transit District, Human Resources Division, 3140 Del Webb Ave NE, Salem, OR 97303. Visit our web site at: www.cherriots.org. Application must be received by District by 5:00 pm September 15, 2000. An Equal Opportunity Employer.

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