



Classifieds / Bids

Employment



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
Office Coordinator**

Do you have excellent administrative and technical skills? Technical Services, Right of Way Field Office in Salem has a permanent/full-time position for the right person with strong communications, coordinating, computer and problem solving skills. You must have two years of general clerical experience (one year of which included coordinating clerical office procedures), or an Associate's degree in Office Occupations or Office Technology. College courses in Office Occupations or Office Technology will substitute for required experience on a year-for-year basis. Salary range \$1,734 - \$2,376/month + excellent benefits: health insurance; paid vacation; sick and personal leaves; ten paid holidays; and full employer-paid retirement contribution. **Announcement # OCDT0431. Call (503) 986-4030 (TTY (503) 986-3854 for the hearing impaired), or visit www.odot.state.or.us/hrd/jobindex.cfm for announcement and application.** ODOT is an AA/EEO Employer committed to a diverse work force. Application and required supplements must be received by October 23, 2000.

**OREGON OFFICE OF ENERGY
Public Information Representative**

The Oregon Office of Energy is looking for qualified professionals to develop, implement and evaluate marketing and communications strategies and outreach efforts for energy conservation programs and projects. The position is located in Salem. Minimum qualifications include three years of experience as a public relations representative for an organization that involved gathering information, writing and producing materials, presenting information to the public, handling public relations, preparing press releases, and interaction with the news media. A Bachelor's degree in

Journalism, Communications or closely related field may substitute for up to two years of the general experience but will not substitute for the one year of specialized experience.

Salary range is \$2,692 to \$3,757 a month. As part of each employee's total compensation, the State makes monthly contributions toward health, dental and vision insurance and the Public Employees Retirement System plan. Employees may choose from a variety of health insurance plans, including several HMOs that focus on wellness and preventive health care. Other benefits include vacation, sick leave, holidays, and personal leave. **Announcement #LE001287. Obtain copies of the recruitment announcement and the State of Oregon Application form at www.oregonjobs.org or by calling the Office of Energy at (503) 378-4040.** To apply, be sure to review the recruitment announcement, download the State of Oregon Application form (PD 100), print the PD 100 instructions, and answer the exam questions. EOE. Application deadline November 3, 2000.

**OREGON STATE POLICE
Cadet Applicants**

Oregon State Police is accepting applications for Cadet (seasonal) positions through October 31, 2000, for 2001 summer program. **Minimum qualifications:** 18 years or older, high school diploma or equivalent, licensed to operate motor vehicle, and no felony convictions. Starting hourly rate is \$8.91 for the first 12 months. Cadet application form is required. **To receive an application, call the OSP Job line at (503) 378-3725, ext. 4131; pick up at any State Police office, visit our web site at www.osp.state.or.us or write OSP Sworn Applicant Processing Section, 1320 Capitol Street NE, Suite B10, Salem, OR 97303.** Applications must be postmarked on or before October 31, 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.

Trainperson

**\$25,000 to \$30,000
EXCELLENT COMPANY BENEFITS
(INCLUDING HEALTH & DENTAL)**

Union Pacific, the largest railroad in North America, has openings for the position of Train Service in the Portland area. A train service employee is responsible for the safe movement of freight trains and switching cars in the yards. Specific functions will include frequently climbing ladders to board standing or moving cars, operating hand brakes, coupling air hoses between cars, operating track switches, inspecting cars, and using hand, lantern signals and radio communications to control train movement.

This is not a typical 40 hour-a-week opportunity; the position consists of variable and irregular work hours. Train service employees work weekends and holidays on an "on call" basis, 24 hours a day, seven days a week. Personnel must be available to report to work 90 minutes after notification. Work is constantly performed out of doors, involving exposure to all weather conditions. Travel is required and the employee may be away from the home terminal several days at a time. Train service employees are required to attend and successfully complete a conductor/foreman training program. Mandatory promotion to locomotive engineer is based on business conditions and attrition.

Applicants must be a minimum of 18 years of age, have 2 years of full-time work experience after leaving high school, or have an associate's degree. Must be able to read and comprehend regulations and instructions in English, as well as possess good oral communication skills. Should be experienced in working variable hours and in an outdoor environment regardless of weather. Candidates must be able to discriminate between colors, and must successfully pass a reading comprehension exam, a physical ability test, a physical examination which includes drug testing and a background investigation.

For consideration, apply directly over the internet at WWW.UPRR.COM no later than October 1, 2000. When applying, click on "Employment", then click on "Union Pacific Railroad View Positions". If you need assistance with the application process, call 1-800-877-5634.

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Portland Police Bureau

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**Career Opportunities for Sworn Positions
Community Police Officer**

■ \$32,989 - \$54,038 Approximate Annual Salary
Entry Level Applicants Must: Be 21 years of age or older; Have a four year college degree. **Lateral Level Applicants Must:** Be 21 years of age or older; Have an Associate's Degree with 60 semester or 90 quarter hours from an accredited college; Have two years law enforcement experience.

**Career Opportunities in Support Positions
Police Records Specialist Trainee**

Open Continuous
■ \$10.13 Per Hour to \$16.50 Per Hour after Three Years
■ Excellent Benefits - Medical, Dental, Vacation
Applicants Must: Be 18 years of age or older; Have a High School Degree or GED; Able to key with extreme accuracy; Have a valid driver's license.

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

Visit our Web Site at
www.portlandpolicebureau.com

An Equal Opportunity / Affirmative Action Employer

FINANCE DIRECTOR

**Bureau of Water Works
Portland, Oregon**

The City of Portland, Oregon, Bureau of Water Works is recruiting for a Finance Director. The Finance Director manages the Bureau's Finance and Support Services Group with 25 employees. Critical functions include development and monitoring of the multi-year financial plan; supervising the development of water rates and charges; administering water sales contracts with Cities and Water districts; overseeing the Bureau's budget development process; managing the Bureau's financial reporting/accounting processes; and managing the Bureau's issuance of bonds. The Finance Director is also a member of the Bureau's management team.

The City of Portland Bureau of Water Works is the largest utility in the State of Oregon, providing retail and wholesale services to 850,000 residents in the Portland Metropolitan region with a combined operating and capital budget of over \$80 million.

Approximate Annual Salary: \$89,856 (Dependent on Qualifications)
For more information and instructions on how to apply for this position, contact:

Portland Bureau of Human Resources
1120 SW 5th Avenue
Portland, OR 97204

To apply via the internet go to www.ci.portland.or.us/jobs/

All completed applications for this position must be in the possession of the Portland Bureau of Human Resources no later than 4:30 p.m. on Monday, November 6, 2000. Minorities, women, and qualified individuals with disabilities are urged to apply.

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10/4
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12/6
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503.294.1414

PCRi Portland Community Reinvestment Initiatives, Inc.
We are a non-profit affordable housing provider.
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