



Classifieds/Bids



PARKING FACILITY OPERATOR

Immediate opening for full and Part-time attendants with Portland's leading parking Co. We are seeking dependable individuals with a neat appearance and a Positive attitude. \$8.00 - 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. Monday - Friday. 130 SW STARK Portland, OR

Community Organizer Job Announcement

Southeast Uplift Neighborhood Program, a neighborhood coalition office that provides organizational support, technical assistance and promotes citizen activism seeks to hire 2 (1.0 FTE and 0.5 FTE) experienced community organizers to implement neighborhood revitalization projects. 3 years exp. Community organizing, grant writing, program/community development. Bachelor's degree preferred. Salary range: \$27-31K DOE + benefits. Send cover letter and resume to 3534 SE Main, Portland, OR 97214 by Feb 28 at 5:00 PM.

Women and people of color encouraged to apply.

OREGON STATE LIBRARY

Information Systems Specialist 5 Library Systems Analyst

Oregon State Library is looking for a leader, innovator, and unit coordinator in the library systems and electronic services area, Automated Systems Unit, in Government Research and Electronic Services. Salary range is \$38,952 to \$53,712 annually. For more information, visit www.osl.state.or.us/admin/jobs.html, or call Ferol Weyand at (503) 378-4243, ext. 221. The Oregon State Library is an AA/EOE committed to workforce diversity. Apply by March 30, 2001.

Oregon Education Association

a professional labor organization, is seeking full-time experienced person for secretarial position in Tigard. Need self-starter who can work independently, demonstrate a service attitude, has ability to work accurately with detailed information, and meet deadlines while maintaining professional attitude and flexibility. Main duties: Assist Administrative Manager with HR duties and Research/Information Tech Manager collect, compile, copy/publish/distribute materials and statistical data, & data input/output.

Required: type 55 wpm, advanced Microsoft Word for Windows, Access, & Excel, with an aptitude and willingness to learn new programs, excellent grammar & punctuation skills with attn, to detail, & ability to operate various office equipment. Depending upon experience, starting salary begins at \$26,684-\$32,818. Benefits: paid vacation, FF medical, dental & vision, retirement, ect. Minority applicants encouraged to apply. Send resume by March 7 to: Karyl Gothe, OEA, 6900 SW Atlanta St., Portland, OR 97223, or fax to 503-624-5814. Visit our web site at www.oregoned.org

Job Position #1: Family Advocate

FT. Resp for assist. Families referred to the Kellogg's Student Attendance Initiative (SAI) proj. in overcoming barriers to school attendance. Req'd assoc degree or equivalent, min of four yrs exp. In human svc or related field. \$10.50-12.00 p/h with benefits. Apply in person at Portland Impact, 4707 SE Hawthorne. Questions call 503-988-6000.

COORDINATOR OF INTERPRETATION AND TRANSLATION SERVICES FOR TITLE I PORTLAND PUBLIC SCHOOLS

Bachelor's degree in field directly related to communication or foreign languages. Minimum of 3 years experience with facilitation of translation and interpretation services. Experience working with organizations and/or systems for producing professional translations and interpretations in multiple languages. Fluent in at least one the following: Spanish, Vietnamese, Russian. Excellent oral and written communication skills in English. Proficiency with Microsoft Word, Excel, Outlook and Publications programs. Experience securing funding for translations and interpretation services from a variety of resources including, but not limited to public/private partnership, businesses, grant funds, etc. This is a 210-day work year position with a salary range of \$29,501-\$36,855, top range \$44,209. For more information please contact Portland Public Schools, Human Resources Department, 501 N. Dixon, Portland, 503.916.3544, e-mail: hrinfo@pps.k12.or.us for application and position announcement. PPS web site: www.pps.k12.or.us

AN EQUAL OPPORTUNITY EMPLOYER - A DRUG-FREE/SMOKE FREE WORK PLACE

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

Fiscal Assistant - Bilingual Spanish

Clinical Health Assistant - Bilingual Spanish Laboratory Specialist Medical Records Technician

Apply 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



OREGON LEGISLATURE

PREVENTIVE MAINTENANCE WORKER

\$2,563 - \$3,609

- Operate Chiller and Boiler Systems
- Preventative Maintenance of
- Mechanical Equipment
- Plumbing and Fabrication
- Full Time, Continuing Position

For Application Information Contact: Karen Hupp Employee Services 900 Court St NE Rm 140-B Salem OR 97301

(503) 986-1373 Job Line: (503) 986-1375 <http://www.eg.stste.or.us>

Deadline: 3/7/01



WASHINGTON COUNTY



SURVEY TECHNICIAN II

Public Land Corners 2,953 - \$3,577 / month Closes March 9, 2001

MANAGEMENT ANALYST II

(Public Information Officer) \$3,743 - \$4,548 / month Closes March 9, 2001 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

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a professional labor organization, is seeking full-time experienced person for secretarial position in Tigard. Need self-starter who can work independently, demonstrate a service attitude, has ability to work accurately with detailed information, and meet deadlines while maintaining professional attitude and flexibility. Main duties: Assist Administrative Manager with HR duties and Research/Information Tech Manager collect, compile, copy/publish/distribute materials and statistical data, & data input/output.

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Housing

Affordable Housing Development Project Manager. Assist nonprofit developers and their funders, architects & contractors to create new/rehab housing. Experienced construction mgr with strong financial skills preferred. Valid Drivers License req'd. Competitive salary, exc benefits. Women & minorities strongly encouraged to apply. Cover ltr. & resume due by March 2 to: Project Mgr, HDC, 2627 NE MLK Jr. Blvd, Portland, OR 97212



Clark County, Washington Job Opportunities

We are seeking qualified candidates to be part of our dynamic public service organization.

Judicial Assistant

\$12.83-\$16.39/hr. DOQ

Legal Secretary II

\$13.04-\$16.62/hr. DOQ

Property Technician

\$12.06-\$15.36/hr. DOQ

Job information, applications, and benefits information are available from: Clark County Human Resources 1013 Franklin St, Vancouver WA Job Hotline: (360) 397-6018 TDD: (360) 397-6032 www.co.clark.wa.us

Equal Opportunity Employer

BUSINESS OPPORTUNITY / FRANCHISE

Printing/Graphic Franchise: Personal Reasons Must Sell Immed. Full Service Center w/accts. No Exp. Nec., Co. Training Support, Low Invest. (800) 645-3006

FILE CLERK

Begin your Tri-Met career with this entry level position. You will assist Finance Administration, Financial Services, Financial Analysis and the Grants Management departments with various clerical duties, including filing, photocopying, telephone back-up coverage and other general duties.

Requirements:

High school education or equivalent. One year's experience in general office tasks. Or any equivalent combination of experience and training.

Excellent benefit package and hiring range of \$9.26-\$11.12.12/hour.

Qualified candidates must submit a Tri-Met application and resume no later than March 2nd to the Human Resources Dept., 4012 SE 17th Ave., Portland, OR 97202. You may call (503) 962-7635 for information or visit our website at <http://tri-met.org/jobs/>.



How we get there matters. Tri-Met is an equal opportunity

Accountant

CareOregon is a progressive Medicaid managed care health plan committed to the values of diversity, empowerment, and open communication. Team members work in an environment that encourages decision-making initiative, flexibility, and creativity in meeting the needs of our plan members and their communities.

We are currently recruiting for an Accountant to join our Accounting/Finance team.

Our Accountant will process accounts payable, general ledger, daily deposit preparation. Bank reconciliation, and other banking duties. Successful candidates will have a Business or Accounting degree or any work experience and/or training that would likely provide the ability to perform the essential functions of the position. Normal hiring range is \$24,177 to \$32,276.

Please send your cover letter and resume to CareOregon-HR-Actg., 522 SW 5th Ave., Suite 200, Portland, OR 97204, or fax to (503) 416-3720. Position may close at any time. EEO/AA

Social Services Community / Family Specialist

Become part of the solution to ending abuse neglect! Create, develop and maintain positive relationships between common bond; a community action parent child center and local community agencies to serve families in N/NE Portland. Must have proficiency in Spanish language & culture.

VOA Oregon is a great place to work for appreciation and support. Send a letter and resume to Volunteers of America of Oregon, Inc., 537 SE Alder Street, Portland, Oregon 97214, referencing common bond Equal Opportunity Employer.

Work At Home

Earn \$300 - \$500 a week Over 380 companies hiring to work at home. Send \$24.95 to: Full Listing 1004 PO Box 17152 Portland OR 97217

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Tri-County Metropolitan Transportation District (Tri-Met), Clackamas, Multnomah and Washington Counties of Oregon, to discuss the budget for the fiscal year July 1, 2001 to June 30, 2002, will be held in the Town Hall Room at the City of Tigard, 13125 S.W. Hall Blvd., Tigard, Oregon. The meeting will take place on the March 28, 2001 at 9:00 a.m. The purpose of the meeting is to receive the budget message and to receive comments from the public on the budget. A copy of the budget document may be inspected or obtained on or after March 28 at 4012 SE 17th Avenue, Portland, Oregon between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

Where Your Heart and Mind Go To Work

At the American Red Cross, you bring your tools to work everyday.

Nurse Manager

Full-time position to effectively manage blood collection operations and staff to result in superior donor, sponsor, volunteer and paid staff experience and successfully achieve collection goal. Requires graduation from accredited school of nursing, possession of current RN license and prior supervisory experience; blood banking experience helpful.

Collections Staff Nurse

Full-time position available to perform health histories, determine donor eligibility and venipuncture. Requires current RN or LPN license, excellent customer service and the desire to save lives.

Staff RN/LPN - Apheresis

Partner with healthy donors to save lives. Full-time nurse needed to perform health histories, venipunctures and use high-tech cell separators to collect blood components. Requires efficiency, detail orientation, and good customer service skills. Form a real connection with regular platelet donors and help save lives. Pheresis/platelet donations help patients with leukemia and other cancers.

Positions include varying work schedules, overnight travel for collections nurses and fully-paid 8 weeks training program. Competitive salary and benefits package including medical, dental, life, paid time off and retirement. Bilingual individuals encouraged to apply. Drug test administered. Staff nurses belong to OSA Union. Please visit us in person, on the web or call to request an application.

American Red Cross
3151 N. Vancouver Ave., Portland, OR 97227
Hotline (503) 280-1454 • Fax (503) 280-1480
www.pdxredx.org
coopdcb@usa.redcross.org

An equal opportunity employer. M/F/D/V



American Red Cross
We'll be there.

Sub-Bids Requested

Multnomah County Temporary Booking Facility BP#1 - Doors, Frames, Hardware/Low Voltage & Security Bids Due: March 13, 2001 at 2:00pm
Bid Documents - Willamette Print & Blueprint (503/223-5011)



HOFFMAN CONSTRUCTION COMPANY OF OREGON

Phone: (503) 221-8811 - Bid Fax: (503) 221-8888
805 SW Broadway, Suite 2100 - Portland, OR 97205 - CCB License #28417
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. Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>



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 visiting the Port's website at www.portofportlandor.com or by calling (503) 944-7400 or by visiting the Port's office, located at 121 NW Everett Street, Portland.

The Port of Portland is an Equal Opportunity Employer

Employment



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

Staff Assistant Office Specialist 2

The Oregon Economic and Community Development Department invites application for a Staff Assistant with the International Trade Division. This is a permanent position located in Portland. The Staff Assistant provides administrative and clerical support for the International Trade Division Director on International Trade Commission meetings and for Trade Managers on trade missions, visits from overseas delegations, and other special events. This position is responsible for processing invoices, contracts and other fiscal documents of the Division and provide general secretarial assistance for Division staff. This position is also responsible for coordinating the placement process for Division interns. Salary range is \$1,730 to \$2,384 a month with excellent benefits. **Announcement #LE1000109. Contact the Human Resources Office at (503) 986-0095 for the required application packet or visit at www.econ.state.or.us. Closing date is March 2, 2001.**

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.