



Classifieds/bids

HUMAN RESOURCES MANAGER

Nonprofit organization seeks HR generalist to manage benefits program and recruiting and selection activities. Counsel employees concerning benefits; make recommendations regarding benefits program; provide liaison with insurance broker and companies and pension plan representatives. Prepare recruiting announcements; ensure compliance with affirmative action plan; review applications for minimum qualifications; work with hiring managers and selection committees to interview applicants; ensure background inquiries and reference verification; recommend appointments. Provide orientation for new employees. Review and update statistical reports. Respond to questions from supervisors and employees regarding personnel laws, rules and regulations; provide information regarding employee status. Minimum qualifications are five years experience managing a personnel program; college coursework in human resource management may be substituted for a portion of experience. Must be organized, detail oriented, self-motivated, computer literate, with excellent communication and administrative skills and ability to maintain confidentiality and harmonious working relationships, establish priorities, and handle multiple projects at one time. Preference given to candidates with expertise in benefits and selection. Competitive salary plus benefits package. Send cover letter, resume, and salary history to OPB Personnel, Mail Stop-PO, 7140 SE Macadam Avenue, Portland, OR 97219. Applications must be received by April 23, 2001. Equal opportunity employer.



WASHINGTON COUNTY NUTRITION PROGRAM (WIC) SUPERVISOR

\$4,029 - \$4,898 / month
Closing April 27, 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



Clark County, Washington Job Opportunities

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

COURT ASSISTANT I/II

Court Asst. I:
\$9.71 - \$12.40/hr. DOQ

Court Asst. II:
\$11.25 - \$14.36/hr. DOQ

DEPUTY SHERIFF

Lateral & Entry Level
\$18.19 - \$23.22/hr. DOQ

JUVENILE PROBATION COUNSELOR

\$17.89 - \$22.83/JR. DOQ

OFFICE ASSISTANT I

\$9.71 - \$12.40/hr. DOQ

PROSECUTING ATTORNEY'S INVESTIGATOR

\$19.72 - \$25.10/hr. DOQ

WASTEWATER OPERATIONS MANAGER

\$4,323 - \$6,110/mo. 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



Join a dynamic organization that is dedicated to public service! Clark County has a number of challenging positions available for qualified and talented individuals. We are looking for candidates to fill current and future open positions in several areas such as:

- Office Administration
- Information Technology
- Finance and Management
- Law Enforcement & Public Safety
- Environmental Services
- Planning & Development
- Road Operations and Maintenance
- Civil Engineering

Clark County provides a generous benefits package with medical, dental, life insurance, paid holidays, vacation & sick leave. For more detailed information about current job openings check out website: www.co.clark.wa.us or call our job hotline: 360 397-6018. Application materials for all open positions are available @ Clark County Human Resources, PO Box 5000, 1013 Franklin St, Vancouver, WA 98666-5000 TDD 360-397-6032.

EQUAL OPPORTUNITY EMPLOYER

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

- FISCAL ASSISTANT - BILINGUAL SPANISH
- CLINICAL HEALTH ASSISTANT - BILINGUAL SPANISH
- PROGRAM DEVELOPMENT TECHNICIAN - BUSINESS SERVICES

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 SE 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



Nobody Bakes It Better

Astoria Route Sales
\$11,275 + com. (80% to start)
Sun & Wed off. Start 2:30 am, Must Have an excellent DMV record, & a min of six months route sales or customer service in grocery, food delivery, or merchandizing. Apply. Astoria Employment Office, 450 Marine Drive, Webster, Job reference # 1501528, or Franz Office, 340 NE 11th, Portland, OR. We are an EEO/AAP employer.



HR Generalist

CareOregon is a team-based organization committed to the values of diversity, empowerment named open communication. We are searching for a HR Generalist to join our growing HR TEAM. This HR Generalist will perform the recruiting and staffing functions for the organization.

Minimum of three years human resource experience or comparable experience and/or training; working knowledge of current employment laws; regulations and statutes, ability to work effectively in a diverse work environment; ability to effectively manage multiple tasks and meet deadlines; excellent written and verbal communication skills; ability to organize and provide orientation/training to small and large groups of people; ability to contribute knowledge and ideas.

\$24,177 to \$32,276 (normal hiring range)

Cover letter and resume may be faxed to CareOregon, Human Resources, HR-HRG (503) 416-1462, or emailed to conleys@careoregon.org. EEO/AA

Oregon Legislature

We have two key, full-time, continuing positions open. Join us to participate in exciting new technology projects. Legislative administration provides a stable, supportive and flexible environment with family friendly work schedules. Our technical environment uses Oracle's DMBS and development tools for Client/Server and Web development.

Senior

Programmer/Analyst

- Develop Client/Server and Web Applications using Oracle Tools in a team environment
- Act as Software Architect and Technical Lead on Development projects

I.T. Analyst/Advisor

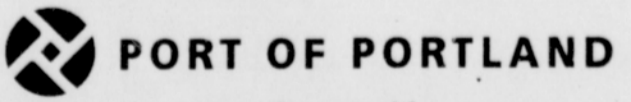
- Liaison for IT Services to Legislative Agencies
- Analyst, Designer, Project Leader

For application information contact:
Karen Hupp
Employee Services
900 Court ST NE Room 140-B
Salem OR 97301-4041
(503) 986-1373
<http://www.leg.state.or.us>
Apply Immediately



CITY CENTER 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



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.portofportland.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

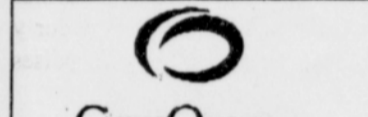


Health Services Credentialing Assistant

CareOregon is a team-based, Medicaid managed care health plan committed to the values of diversity, empowerment and open communication, located in downtown Portland.

We are currently recruiting for Credentialing Assistants join our Network Development Team to produce contracts and credentialing applications, you will communicate with provider offices regarding completion of credentialing and recredentialing applications and maintain a provider database. One year experience in health plan credentialing, medical staff office, or human resources office required. One year experience with high-production word processing; Access or other databases preferred. Excellent oral and written communication skills and ability to work in a team environment with diverse groups necessary.

Salary: \$9.28 - \$12.38 per hour (normal hiring range) Please submit cover letter and resume to CareOregon-HR-CA, 522 SW 5th Ave., Suite 200, Portland, OR 97204, or fax to (503) 416-1462. Position may close at any time. Equal Opportunity Employer



Office/Clerical Administrative Support Specialist

CareOregon is a team-based, Medicaid managed care health plan committed to the values of diversity, empowerment and open communication, located in downtown Portland. Join our diverse Administration Team.

Full-time and half-time positions are available. Job duties include typing, transcribing, faxing, copying, composing letters, coordinating meetings, and taking minutes. Three years of progressively responsible administrative support experience preferred. Bilingual Spanish skills preferred for one of the positions. \$9.28-\$12.38 normal hiring range. Send cover letter and resume to CareOregon HR-Admin support, 522 SW 5th Ave., Suite 200, Portland OR 97204-2119 or FAX 503-416-1462. May close at any time. Equal Opportunity Employer

Employment

Dispatcher 911:

City of Milwaukie, Oregon

(located within the Portland Metro Area, pop. 20,250). 20 hours week position (.5 FTE). Salary Range: \$12.96-\$16.55/hr, D.O.Q., plus excellent pro-rated benefit package. We are seeking qualified and/or trainable Communications Operators to receive and respond to incoming telephone and radio communications for police, fire, medical emergencies and routine inquiries. Preference will be given to experienced and/or certified communications operators, and applicants experienced with handling more than one phone line and heavy customer contacts. Application and a supplemental questionnaire may be picked up at 10722 SE Main Street, Milwaukie, OR 97222. Contact Cynthia (503) 786-7507, TDD #786-7555, or nagyc@ci.milwaukie.or.us. Completed Application materials must be received in Human Resources, no later than 4 PM, Monday, April 30, 2001. Fax# (503) 652-4433. Prior to hiring, applicants must satisfactorily complete a drug screening and background check. All qualified applicants are encouraged to apply. EOE.

McMenamins Line Cooks

The Kennedy School in NE Portland is now hiring PM Line Cooks. Previous high-volume cooking experience necessary with an emphasis on creativity. Culinary edu. Preferred, but not required. Must have flex. Schedule w/wknd-eve availability. Pick up an application at any McMenamins location, or apply online at www.mcmenamins.com/Employment. Please mail completed applications to Attn HR: 5736 NE 33rd Portland, OR 97211 or fax them to (503) 288-6559. No phone calls please! E.O.E.

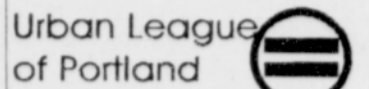
Apartment Management

Apartment CEO Gresham, Oregon

The National Benevolent Association, a nationwide provider of residential and community-based programs for older adults, is seeking a CEO to head two senior apartment communities located in Gresham, Oregon. Job duties consist of overseeing total operations, which includes resident/board relations, financial matters, and maintenance issues. Successful candidate should have experience in property management or subsidized housing.

High school diploma or equivalent, computer experience, good people and communication skills required. Salary is commensurate with experience. Excellent benefits package. Send resume to: **The National Benevolent Association, Attn: Recruiting, 11780 Borman Drive, St. Louis, MO 63146-4157 or email your resume to recruiting@nbacares.org** For more information about our organization, please visit our web site at www.nbacares.org

Equal Opportunity Employer



Accounting Assistant

Primary duties include A/P, Payroll, and some admin functions. Applicant should be detailed oriented and be able to multi-task on short notice. A minimum of 2 years of recent accounting exp required. Experience with MIP and ADP preferred. Please submit resume to Finance Dept:
Fax: 503.281.2612
Email: dmoten@ulpdx.org
10 N Russell St.
Portland, OR 97227

OHSU/Partnership Project full-time Intake/QA Coord. Perform I&R, assessments, and QA for HIV+clients. MSW or equivalent with HIV exp. \$31-35K, grant benefits. Minorities encouraged to apply. Contact Julia at (503) 230-1202, closes 4/27/01. OHSU is an Equal Opportunity, Affirmative Action Employer.

Seeking P/T up to F/T dual DX Specialist w / Masters Degree in Mental Health + CADC / A&D Exp. Proficiency in DX, Assessments, RX Plans and Therapy. Competitive wag/benefits. People of color encouraged to apply. Resume to CCMH, 5010 NE 33rd Ave, Portland 97211.

CUSTOMER SERVICE REPRESENTATIVE

Salem Area Mass Transit is seeking a full-time Customer Service Representative who will perform routine customer service tasks, primarily related to providing route and schedule information to customers and selling bus passes. Bilingual applicants with Spanish/English skills are preferred. Starting wage \$10.96 per hour. Come in or call 503-588-2424 to obtain official application form and detailed vacancy announcement which lists qualification requirements. Visit our web site at: www.cherriots.org. Send completed application form to Salem Area Mass Transit District, Human Resources Division, 555 Court St., NE, Suite 5230, Salem, OR 97301. Application must be received by District by 5:00 p.m. April 20, 2001. An Equal Opportunity Employer.

Business Opportunity/ Franchise

Printing/Coping/Graphic Franchise; Owner Retiring!! No Exp. Nec. Turnkey Operation. Low Invest. W/Finan. Avail. (800) 645-3006

Sub - Bids Requested

Tri-Met, Interstate Max Project Line Section 10-C

Bids Due on or before April 20, 2001

Hamilton Construction Company is seeking Disadvantaged Business Enterprises (DBE) firms located within the Portland Enterprise Zone, Portland Metro Area and all other interested subcontractors and suppliers to attend our open house and pick-up bid packages and submit quotations. Subcontracting bidding opportunities include but not limited to: paving, painting, concrete flatwork, building construction, street lighting, traffic signals, sewer, water lines, and trucking.



Hamilton Construction Company

Attn: Bob Sherman
P.O. Box 659
Springfield, OR 97477-0121
Phone - 541-746-2426
Fax - 541-746-7635
Oregon CCB #13877

An Equal Opportunity Employer

Come visit us on the web at www.portlandobserver.com