



# Classifieds/Bids

## Program Assistant-Marketing Coordination

**School of Extended Studies**  
**Portland State University**  
 Program Assistant for Continuing Education/Graduate School of Education-Marketing Coordination  
 Primary responsibilities: coordinate web and print marketing and maintain publication schedules; manage and use databases to provide information and generate publications; track student enrollment. The successful candidate will have: a bachelor's degree; marketing experience; demonstrated skills in project management; computer experience; strong communication skills; customer service orientation; self-directed and organizational skills; demonstrated ability to work with range of people; knowledge of academic procedures preferred. Twelve-month, fixed term, renewable, 1.0 FTE unranked academic position, review of applications will begin June 18 and continue until the position is filled.  
 For application information and job description, see [www.hrc.pdx.edu/uncsljob.htm](http://www.hrc.pdx.edu/uncsljob.htm), or call 503-725-8279. An EO/AA Institution.



**Clark County, Washington Job Opportunities**  
 We are seeking qualified candidates to be part of our dynamic public service organization.  
**Custody Officer**  
 \$14.99-\$19.31/hr. DOQ  
**Quality Manager**  
 \$3,638 - \$5,139/mo. DOQ  
**Supportive Education Advocate**  
 \$3,296-\$4,657/mo. DOQ  
**Supportive Education Liaison**  
 \$3,296-\$4,657/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](http://www.co.clark.wa.us)  
**Equal Opportunity Employer**

## POLICY DEVELOPMENT MANAGER CITY OF PORTLAND

The Office of the Mayor has a job opening for a Policy Development Manager position. This challenging and fast-paced position requires a candidate with enthusiasm, political acumen and strong problem-solving and teamwork skills. Ideally, the candidate will have a background or interest in urban design and development. Candidates for this position must have excellent writing and communication skills. The Policy Development Manager works closely with the Mayor and Chief of Staff and must maintain good relationships with bureau managers and staff. Principal duties may include the I-405 capping and the Mayor's Business Bureau Roundtable, with additional liaison responsibilities to the Association for Portland Progress, Bureau of Housing and Community Development, Cable Communications and Franchise Management, Portland Oregon Sports Authority, Advisory Committee on Homelessness Issues and the Portland Brownfields showcase. The salary is \$51,174 with excellent benefits. By July 6, please send a letter of interest, resume with employment references and contact information, and writing samples to the Office of the Mayor, 1221 SW 4th Avenue, Suite 340, Portland, OR 97204. If you have any questions, contact Elise Marshall, Deputy Chief of Staff, [marshall@ci.portland.or.us](mailto:marshall@ci.portland.or.us), or Sam Adams, Chief of Staff, [sfadams@ci.portland.or.us](mailto:sfadams@ci.portland.or.us), or 503.823.4120.

**20 Tennessee Walking Horses**  
 4 Sale, Mares, Gelding, Stallions. All Ages And Colors. \$1500 - \$3000 Each Days 541-677-9199 Eves 541-440-6755

## Mental Health Consultant (Early Childhood, Bilingual Spanish/English)-Half-Time

The Early Childhood Mental Health Consultant will work within the Behavioral Health Division of the Department of Community and Family Services of Multnomah County at various work-sites throughout Multnomah County. Early Childhood Mental Health Consultant's provide a range of direct mental health services, consultation, and training to contracted public agencies serving young children, to achieve improvements in social, emotional, and familial functioning for children and families. Specific duties include providing services such as triage, assessment, treatment, case management, and crisis intervention services for individuals, groups and families for prevention, early intervention, and treatment of mental, emotional, social, and familial problems; providing mental health consultation and training for the community; assisting with the development and assessment of agency programs and curriculum; initiating and maintaining clinical record-keeping to comply with legal, medical health, and program standards; and completing administrative data collection to record quantitative information about services delivery. Two years professional experience in the provision of mental health service to children and families required. The position also requires the person be fluent in Spanish and English. Two years post-Master's experience, and recent experience providing mental health services to young children (ages 0-5), desirable. **AND** equivalent to a Master's degree in the mental health field is required. Must be Qualified Mental Health Professional (QMHP) as defined in Oregon Administrative Rules 309-032-0535. Licensed Clinical Social Worker or Licensed Professional Counselor desirable. Starting salary \$20.24 per hour (\$20.24 - \$24.89 per hour Full Range). Apply by July 6, 2001. Further information and application materials are available at [www.co.multnomah.or.us](http://www.co.multnomah.or.us) or by calling (503) 988-5035.



**Research**  
 Oregon Education Association, a prof labor org, is seeking FT person to perform advanced support functions for research projects (80%) & basic maint. and support to OEA's info and communications systems (20%). Desire self-starter who can work independently, meet deadlines, demonstrate service attitude, and has ability to work accurately w/detailed info. Main duties: Collect & organize literature/data, input/maintain computerized databases; initial data analyses; install computer software/equipment; PC/network & user troubleshooting. Reqs. 2 yrs. Exper and fundamental knowledge of research principles, statistical analysis, gathering info; advanced Excel, access, Power-Point, Word skills, basic office equip skills, good written/verbal skills, & basic hardware/software & communications system maintenance exper. SPSS exper & BA degree preferred. Salary range: \$38,110 - \$65,457. Benefits: pd vacation, FF med/dental & retirement, etc. Minority applicants encouraged to apply. Send resume by July 2 to: Patrick McInire, OEA, 6900 SW Atlanta St., Portland, OR 97223, or fax to 503-495-2143. Visit our web site at [www.oregoned.org](http://www.oregoned.org)

**Restaurant Space For Rent**  
 Seaside Factory Outlet Center  
 -Prime location \* Primary Food  
 -Provider for over a million annual shoppers  
**1-503-201-4254**

## Entry-level Cabinet Maker

One of Oregon Business Magazines 100 Best Companies to Work For is looking for a flexible, detailed-oriented production worker to join our Cabinet Division team as an entry-level **cabinet maker**. Responsible for sanding and quality inspection. Previous experience working with semi-custom, European style, 32mm system a plus; will train. Must be able to follow direction. Requires standing most or the entire shift. Must be able to communicate in English. Full time M-F, 7 a.m. - 3:30p.m, with occasional overtime. Drug-free workplace. To apply, send resume and brief letter, referencing **job #1014C** to: Diane Stark, Human Resources Department, Neil Kelly Co., 804 N. Alberta St., Portland OR 97217, fax to 503-288-7464, or by e-mail to: [dstark@neilkelly.com](mailto:dstark@neilkelly.com).



**Administrative Assistant**  
 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 an Administrative Assistant to join our Administration Team. Our Administrative Assistant will use good judgement, personal initiative, and discretion in performing confidential and complex secretarial and administrative functions for the Team Directors and/or teams. Preferred candidates will be detail oriented, able to work in a fast paced environment, and will have three years of responsible administrative assistant or relevant experience. Normal hiring range is \$24,177 to \$32,276. Please send your cover letter and resume to [CareOregon-HR-AA@522SW5thAve.com](mailto:CareOregon-HR-AA@522SW5thAve.com), 522 SW 5th Ave., Suite 200, Portland, OR 97204, or fax to (503) 416-1462. Position may close at any time. EEO/AA.

The Multnomah County Health Department is currently recruiting for the following position:  
**Program Development Specialist - Tri-County Communities in Charge Clinic Health Assistant-Bilingual Spanish**  
 Application materials and formal job announcements are available at: [www.co.multnomah.or.us/jobs/](http://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 services to our diverse communities. Bilingual/bicultural candidate are encouraged to apply.

## An Equal Opportunity Employer



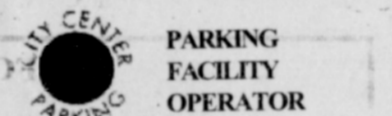
**Employment**  
 The Oregon Air National Guard has several part-time positions available. Let the Oregon Air Guard provide you with the experience to enhance your civilian marketability! Not only will the Air Guard train you, but pay you to learn! For more information on pay, travel, training & various educational benefits - call 1-800-392-1801 & inquire about our enlistment eligibility.

## Friends of the Children

a progressive children's non-profit seeks experienced full-time Office Assistant. Must be a team player with excellent interpersonal, communication (written and verbal) organizational and time management skills. Must be a self-starter and able to multi-task with a diverse workload. Attention to detail and ability to take on special projects as assigned. Experience with Word, Excel, and data entry preferred. Database knowledge a plus. All resumes must be received by July 2 at 5 pm. Send to Friends of the Children-Portland, 44 NE Morris, Portland, OR 97212. Equal Opportunity Employer. [www.friendsofthechildren.com](http://www.friendsofthechildren.com)

## Washington County

**Senior Administrative Specialist**  
 \$2,493 - \$3,031/month  
 Closes July 9, 2001  
**Senior Facilities Maintenance Technician**  
 \$3,271-\$3,976/month  
 Closes July 9, 2001  
**Traffic Analyst**  
 \$4,400-\$5,348/month  
 Closes July 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



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

Local Pentecostal Church in need of organ player/pianist to play traditional/contemporary gospel music. Salary is negotiable. If interested contact Aniel Yates @ (503) 771-3350.

Mt Hood Community College has the following positions available:  
**Instructor Of Nursing - Job #1320** Master's degree In Nursing preferred. Candidates with a master's degree in a related field or a Bachelor's degree in Nursing with concurrent enrollment in a Master's in Nursing program are eligible as formally approved by the Oregon State Board of Nursing. Desired: Experience in acute inpatient and outpatient psychiatric care in hospital settings or community mental health.

**Instructor Of Nursing Job # 1401**  
 Master's degree in Nursing preferred. Candidates with a master's degree in a related field or a Bachelor's degree in Nursing with concurrent enrollment in a Master's in Nursing Program are eligible as formally approved by the Oregon State Board of Nursing. Desired: Experience in pediatric, critical care, preferably in an academic medical center or similar teaching intensive environment.

Both positions require the ability to be licensed in the state of Oregon with a current unencumbered RN license in another state.

**Dean Of Career Development Services - Job #1009 -**  
 Master's degree in Counseling, Student Personnel Administration, or related discipline. Five years proven experience in the administration, supervision and/or coordination of student development programs typically found within academic advising, counseling and career development, testing and assessment, disability services, etc.

**Financial Aid Coordinator - Job #1096 -**  
 (put in El Hispanic News) High school diploma or GED certificate and an associate's degree in Business Administration, Accounting, Social Science or related field and two to three years of demonstrated experience in student financial aid directly related to financial aid counseling, eligibility determination, need analysis, verification and packaging or five to seven years of demonstrated experience in student financial aid directly related to financial aid counseling, eligibility determination, need analysis, verification and packaging. Limited to considerable technical and/or business knowledge involving occupational-level knowledge of office software applications, such as Microsoft Office 2000 and bookkeeping and/or accounting knowledge. Bilingual skills in Spanish.

**Associate Vice President Of Extended Learning And Instructional Technology Job #1393 -**  
 Master's degree (doctorate preferred). Five to nine years of experience in distributed education, instructional technology or related fields, including college level instructional experience. Must have current knowledge of distributed education and instructional support tools; distance delivery of instruction using current technology, Web-based instruction using WEBCT, telecourses and traditional face-to-face delivery.

**Associate Vice President Of Instruction - Job #1436 -**  
 Master's degree (doctorate preferred). Five to nine years of experience of demonstrated community college teaching experience and progressive instructional administrative experience. (Prefer experience as a supervisory administrator of faculty.)

For application materials contact Mt. Hood Community College, Human Resources Office, 26000 SE Stark St., Gresham, OR 97030, office (503) 491-7200, Fax (503) 491-7202 e-mail: [hr@mhcc.co.or.us](mailto:hr@mhcc.co.or.us). Collage Website: [www.mhcc.co.or.us](http://www.mhcc.co.or.us) EEO/AA

**SUBSIDIZED UNITS MAY BE AVAILABLE AT THIS TIME FOR PERSONS WHO ARE 62 YEARS OF AGE OR OLDER, OR HANDICAPPED, OR DISABLED, REGARDLESS OF AGE.**

If subsidized units are not available at this time, qualified applicants may be placed on Waiting Lists. Guardian Management Corporation is committed to "EQUAL HOUSING OPPORTUNITY."

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*The State of Opportunity.*

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](http://www.oregonjobs.org). The State of Oregon and all its divisions are proud to be equal opportunity employers.

**OREGON DEPARTMENT OF TRANSPORTATION CAREER OPPORTUNITIES...JOIN OUR TEAM!**  
 ODOT supports a vast range of innovative transportation products and services, touching the life of every Oregonian, every day.

Explore our variety of rewarding occupations...

**ADMINISTRATIVE/CLERICAL**  
 • Contractor Plans Support Specialist  
 Announcement #OCDT1259  
 Salem  
 • Document Specialist  
 Announcement #OCDT1290  
 Salem

**ENGINEERING/CONSTRUCTION**  
 • Senior Construction Inspector/Senior Surveyor  
 Announcement #OCDT1309  
 Portland  
 • Junior Construction Inspector/Junior Surveyor  
 Announcement #OCDT1278  
 Portland

**ENGINEERING/ENVIRONMENTAL**  
 • Right of Way Engineering Team Leader (formerly advertised as Project Team Leader)  
 Announcement #OCDT1289  
 Salem  
 • Designer/Drafter/Writer  
 Announcement #OCDT1291  
 Salem  
 • Environmental Team Leader/Biologist  
 Announcement #OCDT1293  
 Salem

**FINANCE**  
 • Accounting Technician 3  
 Announcement #OCDT1357  
 Salem

**HUMAN RESOURCES**  
 • Human Resource Generalist  
 Announcement #OCDT1358  
 Salem

**MANAGEMENT/PROFESSIONAL**  
 • Highway Construction Project Manager  
 Announcement #OCDT1280  
 Portland  
 • Right of Way Field Operations Manager  
 Announcement #OCDT1292  
 Salem

**PUBLIC SAFETY**  
 • Traffic Center Operator  
 Announcement #OCDT1310  
 Portland  
 • Incident Response Specialist  
 Announcement #OCDT1311  
 Portland

**TRADES/MAINTENANCE**  
 • Bridge Maintenance Specialist  
 Announcement #OCDT1260  
 Seaside  
 • Roadway/Highway Maintenance Specialist  
 Announcement #OCDT1328  
 Cascade Locks

To apply you must obtain a copy of the appropriate announcement number, which provides full details, qualifications/requirements, and how to apply instructions. Call (503) 986-4030 [TTY (503) 986-3854 for the hearing impaired], or visit [www.odot.state.or.us/hrpd/jobindex.cfm](http://www.odot.state.or.us/hrpd/jobindex.cfm). As an AA/EEO employer, ODOT is committed to integrating the promotion and management of workforce diversity and affirmative action into every facet of our business.

[www.oregonjobs.org](http://www.oregonjobs.org)