



Classifieds/Bids

LIFT Eligibility Administrator

Tri-Met, the region's progressive public transit agency, has an excellent opportunity for an Eligibility Administrator with the LIFT program. This position will administer the LIFT eligibility process, fingerprint criminal background checks, and assist the ATP Director in preparing, monitoring and implementing various projects.

Qualified candidates will have the following background:

- Associate's degree in business administration, public relations or related field.
- Three years progressively responsible administrative experience in project coordination, interpretation of varying sources of information, and communication with internal and external customers.
- Ability to use word processing, spreadsheet and database software applications.
- Or any equivalent combination of training and experience. Excellent benefit package and salary range of \$18.43-\$23.04 per hour. Submit resume and cover letter stating your interest with your application. The closing date for applications is August 24, 2001. Application materials and a detailed job description may be obtained from Tri-Met's Human Resources office, 1st floor, 4012 SE 17th Ave., Portland, OR 97202. You may fax your application, cover letter and resume to 503-962-7440. Those residing outside the Portland Metropolitan area or who are physically disabled may request application materials by calling 503-962-7635. Visit our website at www.tri-met.org for more detailed information.

CITY CENTER PARKING PARKING FACILITY OPERATOR

Immediate opening for full and part-time attendants with Portland's leading parking company. 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

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.

Oregon State Library Fund Development

Help A Special Program Grow. Join state agency as Fund Development Officer/Consultant. The Oregon State Library needs an experienced fund development professional. Enjoy the challenge of two job areas: direct the fund development program for Talking Book and Braille Services (1/2 time); consult with local libraries about effective fund development (1/2 time). The successful candidate will have four years experience, two in administration of a fund development program. Education can substitute for some experience. Annual compensation range is \$34,956 to \$48,729. Application information is available from Robin Speer, Personnel Assistant, (503) 378-4243 ext. 221 <robin.d.speer@state.or.us>. Application deadline is August 31, 2001. The Oregon State Library is an equal opportunity, affirmative action employer committed to work force diver-

Washington County



Program Coordinator

Part-time
Public Health
\$22.43-\$27.27 per hour
Closes August 24, 2001
Call (503) 846-8606/TTY (503) 846-4898 for information or see our website: www.co.washington.or.us. 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

CHEMICAL DEPENDENCY

Chemical Supervisor needed full-time for community based adult outpatient alcohol and drug treatment program. CADC and supervisory experience required. People of color encouraged to apply. Competitive salary and benefits. Resume and cover letter to: S. Roberts, CCMH, 5010 NE 33rd Ave, Portland 97211. FAX 503-249-1739.



Clark County, Washington Job Opportunities

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

Emergency Medical Program Coordinator
Clark Regional Emergency Services Agency
\$3,122-\$4,408/mo. DOQ

Engineer II/III
Eng II \$20.58 - \$26.29/hr. DOQ
Eng III \$23.84 - \$30.43/hr. DOQ

Inventory Specialist
\$12.29 - \$15.67/hr. DOQ

Office Assistant III
\$12.90 - 16.48/hr. DOQ

Program Coordinator I
\$3,296 - \$4,657/mo. DOQ

Real Property Appraiser I/II
Appr I \$12.58 - \$16.05/hr. DOQ
Appr II \$14.55 - \$18.57/hr. DOQ

Sheriff's Support Specialist II
\$11.47 - \$14.65/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

Administrative Assistant

F/T, Monday through Friday. Primary responsibilities: organizing and performing general administrative work; providing word processing, desktop publishing and database management; creating brochures, flyers, graphic and promotional mailings. Qualifications: Able to type/word process 60 wpm with accuracy, using full keyboard skills; extensive knowledge and skill utilizing Page Maker, Windows 98 and MS Office 2000; must have basic knowledge of bulk mailing procedure/processing; must have valid driver's license and evidence of insurability.

Executive Assistant to provide personal and confidential assistance to the Dean of the College of Liberal Arts and Sciences. For details see <http://www.hrc.pdx.edu> or contract Lena McGee at Portland State University, (503) 725-3514. PSU is an equal opportunity/affirmative action institution.

Radio Opportunities

The Management of Christian Radio, KPQAM/FM is now seeking full-time and part-time applicants for the new Christian Music Formatted Radio Station, "104.1-The Fish." Applications are being accepted for: Sales Manager, Account Executives, Operations Director, On-Air Personalities, Board Operators and Promotions Director. Please fax your resume to Sheryl Mansfield at 503-238-7202 or e-mail to sherylm@kpdq.com. No Calls Please. The deadline is 8/24/01. AN EQUAL OPPORTUNITY EMPLOYER.

Advertise in
Portland Observer
Call 503-288-0033

Manager, Irving Village

(Portland), newly constructed 5-story affordable asst liv residence opens Nov '01, 100+ residents. Resp for overall operations. BA/BS req., post-grad ed desired. 2-yr exp sr care req, lic as care provider desired (CNA, LPN, RN, physical therapist, etc). Thorough understanding of fin mangt req, min 3-yr exp in mangt w/ leadership resp of broad scope & superv work exp. Ed & exp for state admin lic in progress. Req excel interpersonal skills & ability to relate to variety of people & personalities. Excel communication, initiative, good judgment & leadership skills req. Strong background in leadership roles in church & community is desirable. Resume to Kathleen Greenidge, 4003 NE Grand Ave, Portland OR 97212; KOGreenidge@qwest.net or fax 503-281-1606. EOE

Assistant Manager, Irvington Village

(Portland), newly constructed 5-story affordable asst liv residence opens Nov '01, 100+ residents. Resp for operations in manager's absence, marketing/admissions as well as tax credit compliance. Assoc. degr req, BA/BS desired. Req excel interpersonal skills & able to relate to variety of people & personalities. Excel communication, initiative, good judgment & leadership skills req. Strong background in leadership roles in church & community is desirable. Resume to Kathleen Greenidge, 4003 NE Grand Ave, Portland OR 97212; KOGreenidge@qwest.net or fax 503-281-1606. EOE

Resident Care Services

Supervisor, Irvington Village

(Portland), newly constructed 5-story affordable asst liv residence opens Nov '01, 100+ residents. Oversee & train services staff (nursing, activities & dining services), assure quality customer service. Req RN w/ current state lic in good standing. Min 3-yr mangt exp. Geriatric nursing exp desired. Able to perform off-site visits. Req excel interpersonal skills & able to relate to variety of people & personalities. Excel communication, initiative, good judgment & leadership skills req. Strong background in leadership roles in church & community is desirable. Resume to Kathleen Greenidge, 4003 NE Grand Ave. Portland OR 97212; KOGreenidge@qwest.net or fax 503-281-1606. EOE

Mental Health

Consultant (temporary)

This is a temporary position in the Department of Community and Family Services' Kaleidoscope Program providing assessment, traige, and consultation services in several child serving agencies, including the State Office of Services to Children & Families and Multnomah County clinics. Requires two years experience providing assessment and treatment to children and families, and a Master's degree in a Mental Health related field, Bilingual in English and Spanish preferred. Must be Qualified Mental Health Professional (QMHP) and meet the Children's Rules as defined in Oregon Administrative rules 309-032-0535. Salary is \$20.24 per hour. Send cover letter and resume to Multnomah County DCFS; 421 SW 6th Ave. Suite 270; Portland, OR 97204.

Acute Care Coordinator

This position works within the Verity Managed Care Division (Department of Community and Family Services) to assure timely access to appropriate behavioral health services, promote optimal treatment outcomes through clinical review and utilization management, increase member satisfaction, facilitate the utilization of cost effective behavioral health care services and provide consultation to acute care providers regarding managed care behavioral health services. This position is full-time (40 hours a week) and work hours will vary between the hours of 8am-9pm, seven days a week. Work location is the Providence Crisis Phone Center. Requires two years professional experience in the provision of mental health services to children and/or adults. It is highly desirable that applicants have experience in the provision of chemical dependency treatment services. 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. Starting salary is \$20.24 per hour (\$20.24 - \$24.89 per hour full range). Apply by August 24. Further information and application materials are available at www.co.multnomah.or.us or by calling (503) 988-5035.



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

Laboratory Technician-Primary Care
Operations Supervisor-Dental Research/Evaluation
Supervisor-Program Design And Evaluations Services
Research Evaluation Analyst
Senior-Health Assessment & Research-Revised
Clinic Health Assistant
Fiscal Specialist 2-Business Services

Information Systems Analyst 2
Pharmacist-Corrections Health (Full And Part-Time)
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



Waves Hair Design

Looking for A Nail Tech, Barber, and licensed Hair Stylist, braiding a plus, Professionalism a must.

Bus (503) 232-6263

Portland State University

Assistant for Donor Relations & Development Services PSU Office of University Development seeks motivated, self-directed, flexible, collaborative team member to function as part of a four-person administrative support team. Assist the Development Officers with moving and tracking the top donors by scheduling appointments between donors and University leadership and assist with ongoing stewardship activities. Provide back-up support to the Receptionist to ensure the maintenance of incoming calls and perform other administrative duties for an 18 member staff.

Qualifications: Well-developed people skills and a customer oriented approach, ability to function as a team player, superb phone skills, high degree of confidentiality, self-directed, organized, proficiency in Microsoft Programs, university experience desired and BA/BS preferred.

Salary range: \$28,000 to \$30,000

For a complete position description see www.hrc.pdx.edu. Click on Jobs Available.

Send letter, resume and 3 references to:

Office of University Development
Attn: Search Committee
Portland State University
PO Box 751-DEV
Portland, OR 97207-0751

Review of applications will begin immediately; position is open until filled.

PSU is an EO/AA institution.

Temporary On Call Positions
Learn a new skill while working with children in a school setting. Substitute are urgently needed for 2001-02 school year for the following programs:

Day Care Provider-Helensview High School
4-8 hour day on an as needed basis - Salary: \$7.54/hr

Classroom Assistant - Special Education
5-7 hour days on an as needed basis Salary: \$10.71/hr

Also Needed - Registered Nurses-
Must hold a valid Oregon RN license
4-8 hour days on an as needed basis Salary: \$21.64

Closes: Applications are being accepted until sufficient applications have been received to establish substitute pool for the 2001-02 school year.

To be part of the Multnomah Education Service District team obtain application materials including Minimum qualifications M-F 8:00-5:00 in person or via mail send Self-addressed stamped legal envelope (\$.64) indicating position

To: Multnomah ESD, Attn. Receptionist, 11611 NE Ainsworth Circle, Portland, OR 97220 or via WEB @ www.mesd.k12.or.us Application materials will not be faxed.

An Equal Opportunity Employer & Drug Free Work Place

Advertise in
Portland Observer
Call 503-288-0033



Tri-Met is an equal opportunity employer

Social Services/Social Change/Domestic Violence. Bradley-Angle House is seeking an * Executive assistant 32 hours/weeks, \$24,960/year plus benefits * Sexual Minority Services Coordinator 20 hours/week, \$12,116/year plus benefits. Application packets required and available by calling 503.296.8225 or at One Stop, 3034 NE MLK Jr. Blvd. Closing date: Friday, August 31, 2001 EEO/AA/Feminist Employer.

Oregon Legislature Senate Democratic Office

COMMUNICATIONS DIRECTOR

\$3,122 - \$3,981

- Media relations for Senate Democratic
- Leader and caucus members
- Newsletters, web pages, message
- Development and speech writing
- Graphic design and layout

For application Information Contact:
Karen Hupp
Employee Services
900 Court St NE Room 140-B
Salem OR 97310
(503) 986-1373
<http://www.leg.state.or.us>

Deadline: September 7, 2001

