

# Classifieds/Bids

**COMPUTER**

**I.T. Manager**

Are you seeking a position that will utilize your highly tuned I.T. Management skills to benefit the non-profit community? Then this is the position for you! **Arras, Inc.**, is a technology and facilities management services to the Federation of Children and Youth, comprising both the Janus Youth Programs and the Morrison Center.

In this newly created position the **I.T. Manager** will lead the organization through an enterprise-wide system conversion project. In this role, this individual will work in support of Arras's overall Strategic Plan and Information Technology Plan to oversee the development, implementation and on-going management of large, complex information systems and networks. This individual will actively engage in observing technological developments in the I.T. market relative to both hardware and software. Based on an in-depth understanding of ARRAS's strategic and tactical goals, surfaces and proposes plans for augmenting and/or adding to ARRAS's tools and infrastructure to support operations. Researches, surfaces and proposes new technologies and/or tools that are not currently in use or that provide value-added capabilities to ARRAS's suite of existing services. Manages core activities and provides overall guidance and direction on I.T. matters based on technical judgement and experience. The I.T. Manager will also partner with the Executive Director and the Development Department in coordinating solicitation of donations, fundraising and other related tasks.

It is our preference that qualified candidates have a BA/BS in computer science or business administration (MS or MBA highly desirable). Minimum of 8 years of experience (or equivalent education/experience) in the IT field. Prior experience in leading systems conversion/and network integration essential. Requires highly developed multi-tasking, organizational, and project planning/management capabilities to plan, manage and lead I.T. projects and/or initiatives. Demonstrated ability to write RFP's and to identify and negotiate directly with vendors for services. Prior supervisory experience, ability to lead and direct the work of others. Strong oral, aural and written communication skills. Ability to effectively communicate in English, both verbally and in written format, with a broad variety of people. Proven ability to work in a multicultural/diverse environment.

Interested candidates should apply to:  
**Arras, Inc.**  
I.T. Manager Ad  
c/o MBL Group, LLC  
1220 SW Morrison,  
Suite #900  
Portland, Oregon 97205  
e-mail:  
employment@mbgroup.com  
FAX: 503/224-6707

**Social Work**

**Case Manager**  
OHSU/Partnership Project 1.0 FTE Social Work case manager in busy HIV clinic. MSW or equivalent with HIV and dual diagnosis experience required. 31-35 K with excellent benefits. Call Julia Lager-Mesulam at 503-230-1202. Closes 9/28. OHSU is an equal opportunity/affirmative action employer.



**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



**METRO**

**PEOPLE PLACES OPEN SPACES**

**Event Assistant, Oregon Zoo** \$11.25 - \$15.07/hour, 32 hours per week, Deadline 10/11/01. Performs a variety of administrative and/or clerical duties by assisting the event coordinator with Zoo Concerts, ZooLights and many one and two-day events at the Oregon Zoo. Develops timeless and work plans for events; distributes event calendar; coordinates event logistics with other zoo divisions; field event related calls; Orders event supplies; coordinates contracts with performers; tracks event budgets and expenditures; coordinates printing of event banners, signs and handouts; assists in coordinating event advertising and publicity.

**Event Custodian, Portland Center for the Performing Arts.** Multiple PT positions \$9.69 - \$10.93/hour. Open Until Filled. Provides event set-up, maintenance and follow-up. Cleans and maintains restrooms, lobbies, open floor spaces and other public/non-public areas prior to, during and after events. Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR. Resumes are not accepted. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: [www.metro-region.org](http://www.metro-region.org)

**AA/EEO Employer**

**Marketing Communications Coordinator** - Portland State University is seeking an energetic professional to coordinate and implement MarCom activities including PR, community and media relations. Requirements: BA/BS in related field or equivalent; excellent organizational, oral and written communication skills; experience writing and editing, preferably press releases; experience coordinating events, promotions and community relations; MS Office experience. Higher-ed experience preferred. View a complete description at [www.hrc.pdx.edu](http://www.hrc.pdx.edu). Please send letter, resume and 3 references to: OMC Search Committee, Office of Marketing and Communications, Portland State University, P.O. Box 751, Portland OR 97207, or e-mail to [marketing@pdx.edu](mailto:marketing@pdx.edu). Position is open until filled; review of applications will begin immediately. PSU is an affirmative action/equal opportunity institution.

**Work From Home**  
Put PC to Work! \$840-\$7500 PT.FT Also need bilinguals Pd vacations Full training Bonuses [www.brilliantmoney.com/20k](http://www.brilliantmoney.com/20k)

**Campus Webmaster** - Portland State University is seeking an Assistant Director for Web Communications to manage the content and delivery of the top-level PSU Web site. Through collaboration and strategic planning he or she will determine needs and develop a user-centered Web site for the University. He or she will lead the campus web team and work with vendors to implement and maintain key PSU Web sites and initiatives and assist with campus wide web development.

Requirements: BA/BS or advance degree; excellent leadership, strategic planning, project management and communication skills; strong customer service orientation and enthusiasm for marketing and new technologies; personnel management and Web development experience; cross-platform application development experience; knowledge of accessibility standards and requirements as related to electronic media; advanced proficiency with Web technologies; proficiency in Web programming (CGI, DHTML, and server-side scripting), forms, PHP, data handling, and database connectivity; functional knowledge of MySQL, Oracle. LDAP; proficiency using Web development tools and familiarity with Web connectivity and database tools such as GoLive, ColdFusion/UltraDev; familiarity with graphic development and image manipulation tools such as Illustrator, Photoshop, Gimp, Fireworks, Flash and related utilities; knowledge of network security procedures, network protocols (TCP/IP, FTP), and various internet browser software. Higher-ed experience preferred.

View a complete description at [www.hrc.pdx.edu](http://www.hrc.pdx.edu). Please send letter, resume and 3 references to: Web Search Committee, Office of Marketing and Communications, Portland State University, P.O. Box 751, Portland OR 97207, or e-mail to [marketing@pdx.edu](mailto:marketing@pdx.edu). Position is open until filled; review of applications will begin immediately. PSU is an affirmative action/equal opportunity institution.

**Teacher** - Youth Employment Institute, alternative school providing GED, employment training, and day care for youth age 16-21, is currently recruiting a full time Teacher in our day care center. Responsibilities include planning and supervising developmentally appropriate activities for infants, toddlers, and preschoolers. Ability to manage groups and problem solve. Requires 3 years experience in childcare with at least 6 mos. In a center-based program and education & training equivalent of a minimum of 9 credit hours in ECE. Starting salary is \$8.00/hour. Please submit cover letter and resume to Attn: LaToya Hampton, Youth Employment Institute 1704 NE 26th, Portland, Oregon 97232. Position is open until filled. We value diversity and are an Equal Opportunity Employer.

**Housing Specialist II**  
Job Summary: Resp for assist fam, yth & indiv in overcoming barriers to attaining economic self-sufficiency, educ success and fam well-being. Provide access to and develop housing resrcs, landlord-tenant medication and coord of hous srvc. Req'd Bach deg or equiv in SW or related; Min 3 yrs exp in hmn srvc, incl 1 yr exp in wrkg w/low-income fam in a housing relat prgm; ect. \$11.33-\$13.90 p/hr. Apply in Person at Portland Impact, 4707 SE Hawthorne. Questions call 503-988-6000. EOA/AA.



**Washington County**

**DETECTIVE**  
Sheriff's Office  
\$3,706-\$4,500/month  
Closes October 8, 2001

**ENGINEERING PROJECT COORDINATOR**  
Land Use & Transportation  
\$3,986 - \$4,845/month  
Closes October 5, 2001

**FACILITIES MAINTENANCE TECHNICIAN**  
Housing  
\$2,964 - \$3,602/month  
Closes October 5, 2001

**MANAGEMENT ANALYST II RESEARCH/PLANNING**  
Sheriff's Office  
\$3,889 - \$4,727/month  
Closes October 5, 2001

**PROGRAM COORDINATOR**  
Health & Human Services  
\$3,889 - \$4,727/month  
Closes October 5, 2001

Call (503) 846-8606/TTY (503) 846-4898 for information or see our website: [www.co.washington.or.us](http://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

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

**LABORATORY TECHNICIAN- PRIMARY CARE**  
**CLINIC HEALTH ASSISTANT- BILINGUAL SPANISH**  
**CLINIC HEALTH ASSISTANT FISCAL SPECIALIST 1-BUSINESS SERVICES**  
**HEALTH OPERATIONS SUPERVISOR-TUBERCULOSIS PREVENTION CLINIC**  
**MENTAL HEALTH NURSE PRACTITIONER (PART-TIME)**  
**NUTRITION ASSISTANT-BILINGUAL SPANISH (PART-TIME)**  
**COMMUNITY HEALTH SPECIALIST 2-HIV/HEPATITIS C EDUCATION & OUTREACH PROGRAM**

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 service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. **An Equal Opportunity Employer**



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.



**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](http://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**

**HEALTH AND SOCIAL SERVICES Volunteers Of America Of Oregon, INC.**

Volunteers of America of Oregon, a not-for-profit social services organization with a 102-year history serving this community, has a job opening: Program Coordinator/ Case Manager  
Volunteers of America of Oregon (VOA) Adult Day Care is currently seeking a Program Coordinator/Case Manager for one of our programs for seniors with disabilities. The Adult Day program provides, daytime therapeutic health and social services in a group setting and respite to caregivers. Primary responsibilities include; on-going program oversight, supervision of staff including training and orientation and assuring staff coverage each day of service, insurance of safety, response to facility emergencies, as well as being the primary contact for caregivers, case managers, and others seeking information about our services, marketing, community outreach and case management of program participants. Salaried at \$12.00 to \$14.00/hour, depending on experience, and excellent benefits. Closing date October 12, 2001.  
Send a letter and resume, or stop by to fill out an application, at Volunteers of America, Oregon, Inc. 537 SE Alder Street, Portland, Oregon 97214, referencing ADC-Program Coordinator. Equal Opportunity Employer.



**Clark County, Washington Job Opportunities**

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

Office Assistant II  
\$11.71 - \$14.94/hr. DOQ

SR. Programmer Analyst  
\$3,935 - \$5,023/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**

**COMMUNITY ENERGY PROJECT INC. PROJECT FACILITATOR**

Community Energy Project a non-profit organization seeks a personable individual for our project facilitator position to provide in-home energy conservation education for low income seniors and people with disabilities while doing home audits for installation of energy saving materials. Train and lead volunteer teams installing home energy efficient materials in client's homes, monitor evening and weekend workshops, prepare material orders and maintain inventory control. Vehicle requires. Position closes on 10/1/01. Please send resume to Community Energy Project Inc., P.O. Box 12272, Portland, Oregon 97212 or call 284-9403. CEP is an equal opportunity employer.

**Waves Hair Design**

**Looking for A Nail Tech, Barber, and licensed Hair Stylist, braiding a plus, Bus (503) 232-6263**

**JANTZEN BEACH INTERSTATE JOB FAIR**  
WED. OCT 3, 10AM TO 3PM  
OVER 35 EMPLOYERS PARTICIPATING WITH 100'S OF POSITIONS AVAILABLE:  
Aberline Kerr Centers • American Family Insurance • Avamere Health Services • Bookbuster Video • Burgerville • Business Computer Training Inc. • Citrus Corporation • City of Portland/Fire Department • Fred Meyer Stores • Home Depot • K-Mart • Lewis & Clark • Linens & Things • LiveBridge • Multnomah County • Nabisco • Nationwide Insurance • Northwest Staffing Resources • Oregon Employment Department • Oregon State Police • Portland Comm College • Ron Tonkin Dealerships • Schuck's Auto Supply • Sheri's Management Corp. • Staffmark • State of Oregon/Corrections Dept. • State of OR/Dept of Administrative • Toys R Us • Tru-Met • US Air Force Reserve • US Army • US Bank • VA Medical Center • Warner Pacific College • Washington Mutual • Wendy's International • WorkSource Washington  
K103

**REQUEST FOR PROPOSAL**

Worksystems inc. (WSI) is issuing an RFP for a design center development plan in N/NE Portland.

The RFP is available at <http://www.worksystems.org/contractor/contractorinfo.htm>.

All funding opportunities are listed at [www.worksystems.org](http://www.worksystems.org), under Contractor Information. If you wish to be notified about future funding opportunities, please email: [lilianmick@worksystems.org](mailto:lilianmick@worksystems.org) and ask to be added to the procurement notification list. All notifications are done by email only. If you have additional questions regarding procurement, please call 503-241-4600.