



# Classifieds/Bids

## MULTNOMAH COUNTY AGING & DISABILITY SERVICES

### Case Management Assistant

Make home visits to clients; assist with personal tasks and obtaining program services. Salary range \$11.54 to \$14.19 per hour full range. Apply by December 28, 2001.

Application materials and formal job announcements are available at: [www.co.multnomah.or.us/jobs](http://www.co.multnomah.or.us/jobs), in person at 1120 SW Fifth Avenue, 1<sup>st</sup> Floor Lobby, or by mailing a self-addressed stamped envelope requesting application forms to: Multnomah County Human Resources Division, PO Box 14700, Portland OR, 97293-0700. Assisted Access to Human Resources Division, 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 is actively recruiting candidates from various ethnic and cultural backgrounds to enhance services to our diverse community.



### Chief Financial Officer

The Chief Financial Officer (CFO) is responsible for all financial operations, budget preparation, financial analysis and reporting for the County Office of Mental Health and Addiction Services (OMHAS). This position will play a lead role in identifying ways to improve the operational and financial performance of the organization and all contracted providers. The CFO will direct all financial operations for the organization including financial analysis, auditing, accounts payable, and accounts receivable, ensuring the integrity and accuracy of all financial transactions. See job announcement for specific duties. Work location is downtown Portland. Qualifications are a Bachelor's degree in business or healthcare administration and a minimum of five years of progressive financial management responsibility in healthcare settings with at least two years of managed care experience, hands-on experience managing accounting staff and overseeing accounting controls, or any work experience that would likely provide the ability to perform the essential functions of the position. Salary range is \$48,967-\$75,589 annually (salary will be reviewed with classification/compensation study Spring 2002). Apply by December 28, 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.

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### Human Resources HUMAN RESOURCES/BENEFITS ASSISTANT

needed to become a part of a dynamic team providing human resources services in a non-profit environment. Position requires strong work ethic, ability to work as part of a team, and a good sense of humor plus incredible attention to detail, excellent written and oral communication skills, ability to multi-task and stay focused, and demonstrated experience with computer programs and database systems including HRIS. We offer a positive working environment and opportunities for professional training and growth. Beginning salary is \$10-\$11 per hour with excellent benefits. Please submit resume to: HR Benefits Position, Arras, Inc., 738 NE Davis, Portland, OR 97232. Position closes on Friday, December 28, 2001 at 5:00 p.m. We value diversity and are an Equal Opportunity Employer.



### Clark County, Washington Job Opportunities

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

#### CARE COORDINATOR

\$3,893-\$5,499/mo. DOQ

#### CORRECTIONS COUNSELOR II

\$18.60-\$23.74/ hr. DOQ

#### COURT CASE COORDINATOR

\$3,893-\$5,499/mo. DOQ

#### MENTAL HEALTH COURT PROGRAM MANAGER

\$4,193-\$5,923/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**

### Human Resources

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### Colorado Safety Association

4730 Oakland St. #500  
Denver, Colorado 80239  
Melody Turek  
(303) 373-1937

**TRAINER:** 1<sup>st</sup> Aid/CPR Instructor-Part time. Current instructor certification required.

### BILINGUAL SPANISH/ENGLISH FACILITATORS

to teach school-based child abuse & domestic violence prevention programs. Public speaking skills, ability to work with children 3-12 and openness to feminist perspective. 14/hrs/wk/school year. Fax resume to Community advocates 503-280-1392

### Executive Director

For Portland based Non-Profit Agency The Albina Ministerial Alliance is seeking an Executive Director Send Resumes To: 4867 NE MLK Jr. Blvd. Portland, OR 97211 No Calls Closes: 1/15/2002

### Office Assistant II

210 Days - 8 hrs day Salary: \$9.47/hr Closes: 5 PM 12/13/01

To be part of the Multnomah Education Service District team obtain application materials 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](http://www.mesd.k12.or.us) Application materials will not be faxed.

### FAMILY CASE MANAGERS

needed in the housing department of a non-profit agency. Duties include developing resources, facilitating interventions, and providing support to A&D recovering and formerly homeless families. Must have exp. Working with recovering families, a valid driver's license and insured vehicle, and be able to work a flexible schedule. In recovery preferred. Full time, great benefits, \$22-27,000. Send resume to, or apply at, CCC, 232 NW 6<sup>th</sup>, Portland, OR 97209. Equal Opportunity Employer.

### Domonique's Hair Design

Is looking for a Hair Stylist and a Barber Please ask for Teresa 222 N. Killingsworth Portland, OR (503) 286-3758

**Assemble Crafts, Wood Item. at Home. Materials provided. To \$480+/week. Free information Package. 24 hours. 1-801-264-4997**

**ADVERTISERS PLEASE NOTE:**  
For the week of **December 26**  
The **Portland Observer**  
Classified/Bids deadline is **December 20th.**

### Community Strategic Training Initiative

**(CSTT) Coordinator**  
Western States Center is seeking an event coordinator to coordinate the Center's major, annual, training event. Our successful candidate must have previous non-profit experience working with grassroots and progressive organizations and the ability to coordinate all aspects of a conference. The coordinator will possess strong interpersonal, computer and database skills. Must have the ability to multi-task and work effectively with deadline demands. This is a limited duration (January through August), half-time position. Excellent benefits, salary \$10,720-\$11,725. Send cover letter/resume/references to: Administrative Director, Western States Center, POB 40305, Portland, OR 97240.

### Recession Proof Income Full Training

1-800-731-1071

## 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.portofportland.com](http://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**

## Sub-Bids Requested

Portland State University  
**Parking #3 Expansion & Seismic Renovation**  
Bid Date: January 15, 2001 - 3:00 pm

JE Dunn Construction-Portland  
437 N. Columbia Blvd.  
Portland, OR 97217  
(503) 978-0880 Fax (503) 978-1034  
CCB# 84045

We are an equal opportunity employer and request sub-bids from all subcontractors and suppliers including Minority and Women-Owned Business, Disadvantaged, Disabled Veterans, and Emerging Small Business Enterprises.

## Sub Bids Requested

Pacific Tower Apartments  
NW 4<sup>th</sup> & Flanders St., Portland, Oregon  
121,834 SF, 15 Story, 156 unit Affordable Elderly Housing  
Post Tensioned Concrete Structure, Brick, Metal Panel and Storefront  
Bid Date: January 16, 2002 by 3:00  
Construction Start: January 21, 2002, 15 Month Schedule  
**WALSH CONSTRUCTION CO.**  
2905 SW First Ave. Portland, OR 97201  
503-222-4375 Fax 503-274-7676  
Contact: Dean Lindstrom or Bob Forster  
Plans Available at: Walsh Construction Co., Construction Data, DJC Plan Center, OAME, Oregon Contractor Plan Center, Housing Development Center  
ITEMS EXCLUDED: Plumbing, HVAC, Fire Sprinkler, and Electrical  
Emerging Small Business Enterprises, Minority Business Enterprises and Woman-owned Business Enterprises are encouraged to bid on this work.

## "Doing Good Things for Oregon!"

Have you ever thought of working at the Oregon Lottery? Here is your chance, check out our current openings. We may have the right job for you!

Visit our WebCenter at [www.oregonlottery.org](http://www.oregonlottery.org)

**SPECIAL PROJECTS COORDINATOR - OL177323**  
Design/coordinate incentive programs and promotions that create enthusiasm and motivate retailers to promote the sale of Lottery products.

**RECEPTIONIST - OL177324**  
Greet all winners, visitors and Lottery staff. Provide front desk coverage for the Lottery's main reception area.

**APPLY NOW** The Lottery may close this recruitment at anytime without notice.

These positions are located in Salem, Oregon. Applications and complete job announcements can also be obtained at any office of the Oregon Employment Department or by calling the Lottery JobLine at (503) 540-1328 in Salem. Successful applicants are subject to extensive background check.

The Oregon Lottery is an equal opportunity, affirmative action employer committed to workplace diversity.

## 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 all local Employment Department field offices, or by 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 EMPLOYMENT DEPARTMENT WANTED: LEADERS

**Principal Executive/Manager G**  
Are you a recognized leader ready to take the next step in your professional career? The Oregon Employment Department is looking for two individuals with vision and organizational skills to fill top leadership roles in the agency.

**Assistant Director for Field Services** is responsible for directing the delivery of agency services to job seekers, employers, and the unemployed. This position supervises Field Operations Managers who monitor the operations of 46 field and outreach offices.

**Assistant Director for Workforce Programs** directs a full range of program functions and internal operation of the statewide Workforce Programs including: Employment Services and Research, Unemployment Insurance Benefits, Tax, and Analysis.

Salary \$5,126 - \$7,552 monthly plus excellent health and retirement benefits. Recruiting announcement #ES471007 and how to apply are available at all Oregon Employment Department Field Offices on the State Jobs Display. TTY access is available in Salem (503-373-4672) for the hearing impaired. Information is also available via computer modem access through INTERNET at World Wide Web - <http://www.oregonjobs.org> by searching for announcement number ES471007. If you need additional information, please call 503/947-1469. An AA EEO employer. Applications must be received at the Employment Department in Salem by 5:00 p.m., January 7, 2002.

### OREGON DEPARTMENT OF TRANSPORTATION (ODOT) 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...

#### ENGINEERING/ENVIRONMENTAL

- Permits Coordinator**  
Negotiable Annual Salary Up to \$51,684  
Announcement # OCDT1563A Bend
- Structural Drafter**  
(Underfill option available)  
\$2,521 - \$3,616/month  
Announcement # OCDT1705 Salem
- Traffic Investigator**  
Salary \$2,727 - \$3,904/month  
Announcement #OCDT1544

#### FINANCE

- Senior Financial Analyst**  
Salary \$3,609 - \$5,088/month  
Announcement #OCDT1673 Salem

#### INFORMATION SYSTEMS

- Web/GIS Specialist**  
\$2,736 - \$3,768/month  
Announcement #OCDT1706 Salem

#### PURCHASING/CONTRACTS

- Contracts Coordinator**  
Salary \$3,656-\$3,688/month  
Announcement #OCDT1655A Salem

#### TRADES

- Intelligent Transportation Systems Technician**  
Underfill Option Available  
\$2,521 - \$3,616/month  
Announcement OODT1424B Salem

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/jobs](http://www.odot.state.or.us/jobs). 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)

## 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

Advertise with diversity.  
The Portland Observer  
Call (503) 988-5035