

**CLASSIFIEDS / BIDS**

**PORTLAND PARKS AND RECREATION** seeks individuals to serve as seasonal park rangers. Primary responsibilities are to act as a positive presence, explain and enforce park rules, work closely with police, park neighbors and park staff to promote clean, green, and safe parks and provide information about park programs to citizens. Position requires outdoor work in all types of weather with extensive walking. Experience in conflict resolution, heavy public contact, problem solving, security, recreation or emergency services preferred. Must pass strict background check, possess current and valid driver's license and be able to be certified in CPR and First Aid. Wage is \$9.75/hour. Training provided. Season runs from May through October. Applications available at Portland Parks, 1120 SW 5th Ave, Room 1302, or Internet [www.portlandparks.org](http://www.portlandparks.org). For specific information call 503-823-1637. The City of Portland is an equal employment opportunity employer. Women and minorities are encouraged to apply. Application must be received by April 26.

**COMPUTER Director, Network & Information Service**

Requires:

- Successful, progressively responsible data center experience including supervision development of program-oriented budgets and multi-project management,
- Education or experience with programming languages, computer hardware, and network technology,
- Demonstrated leadership and management skills including project planning, organization and budgeting,
- Strong interpersonal skills to foster and maintain collaborative working relationships with K-12 school personnel, community colleges, contracted agencies, and district staff,
- Excellent oral and written communication skills,

Beginning Salary: \$78,950-\$95,399 based on 240 days Less than 240 days will be prorated.

Closes: 5 PM 4/10/02

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.

An Equal Opportunity Employer & Drug Free Work Place



Multnomah County

The Multnomah County Health Department offers a wide variety of careers, competitive salaries and excellent benefits.

For further information about the Multnomah County Health Department, visit us at: [www.co.multnomah.or.us/jobs/](http://www.co.multnomah.or.us/jobs/). Application materials and formal job announcements are also available 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.

**Claims Attorney**

The Oregon State Bar Professional Liability Fund is hiring an entry level claims attorney. Responsibilities include managing a caseload of legal malpractice claims and working with attorneys on a broad range of matters involving lawyer professional liability. The position requires OSB membership and preferably 5-8 years of Oregon private practice experience. Competitive salary and benefits. We are an equal opportunity employer.

Send resume and cover letter to:

Jeff Crawford  
Director of Administration  
Professional Liability Fund  
PO Box 1600  
Lake Oswego, OR 97035

Application deadline April 30, 2002  
Please no telephone calls or emails.



**Washington County**

**RESIDENTIAL COUNSELOR**  
\$2,964 - \$3,602/month  
Closes April 5, 2002

Call (503) 846-8606/TTY (503) 846-4898 for information or see our website: [www.col.washington.or.us](http://www.col.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 97214



"Nobody does it better"

**Journeyman Engineer**

\$21.97/hour, 80%/90 day probation, electrical & refrigeration license differential. Available all days & shifts. LME and CFC preferred. Min. of three years exp. In automated manufacturing environment.

Will work on bakery equip. & building maint. Apply @ N. Opriand Emp. Ofc, 30 N. Webster, Ref. # 1122718 or Franz Ofc, 340 NE. 11th. AAP/ EEO

No phone calls please.

**African American Health Coalition (AAHC)**

offers resource, advocacy, and research support to African Americans at risk for or living with Diabetes. Tell us your needs, we're here for you. (Lois 503 413-1850.)

**OUTREACH COMMUNITY ENERGY SERVICES COORDINATOR**

Community Energy Project Inc. (CEP), a non-profit organization is looking for an Outreach Coordinator. Responsibilities include scheduling, organize and monitor energy saving workshops; do extensive outreach activities to bring low income clients into workshop and senior weatherization projects; secure publicity for projects; recruit and train workshop leaders. Recruit, train and supervise volunteer teams to install energy saving materials in seniors' and persons with disabilities homes. Vehicle required along with some evening and weekend work. Please send resume to CEP, P.O. Box 12272, Portland, OR. 97212, or call 284-9403. Closing date is April 5, 2002. CEP is an equal opportunity employer.

**Regional Account Executive Manager**

Ann Arbor, Michigan based mortgage wholesale corporation is seeking a qualified individual to manage several out-of-state Sales Representatives. Strategic Planning, Sales, Management and Mortgage Banking experience required. Must have extensive knowledge of FNMA, FHLMC, and FHA products. Salary, commission, bonus, health benefits, 50% Travel. EOE. For Confidential consideration please send salary requirements and resume to:

Washtenaw Mortgage  
3767 Ranchero Dr.  
Ann Arbor, MI 48108  
or fax to: (734) 662-9517.  
Hr@washtenawmortgage.com

**Portland State University**

Portland State University, a nationally acclaimed leader in community-based learning, serves more than 21,000 students on its campus in the tree-lined South Park Blocks of downtown Portland. Student enrollment at PSU increased by 26% in the last five years and the University anticipates continued enrollment gains in the future. Portland State University seeks experienced, student centered professionals for the following positions in Student Affairs:

**ASSOCIATE VICE PROVOST FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT**

This position plays a key role in the management of student affairs and enrollment management at Portland State University by providing leadership and supervision of various student affairs management staff, and is directly responsible for admissions, maintenance of academic records, and registration functions at Portland State University. The Associate Vice Provost for Student Affairs and Enrollment Management reports to the Vice Provost for Student Affairs. This is a full-time, fixed-term, 12 month appointment and is excluded from the AAUP Bargaining Unit. Minimum qualifications include: Doctorate or Master's degree and 5 years of successful and progressively responsible experience in administration, personnel management, strong verbal and non-verbal communication skills, knowledge of marketing academic programs and services, strong student development experience, customer service, operations management; familiarity with developing technologies and sufficient experience with a college or university to be able to understand the academic environment, relate well to faculty, and articulate effectively the institution's mission and priorities.

**ASSOCIATE VICE PROVOST FOR STUDENT AFFAIRS AND DEAN OF STUDENTS**

Reporting to the Vice Provost for Student Affairs, the Associate Vice Provost and Dean of Students is a senior member of the Student Affairs Leadership team and provides leadership, vision, and strong strategic direction/supervision for the following student affairs areas: student activities, multicultural programs, student recreation, student government, student leadership development, academic affairs partnerships, student legal services, childcare services, and general student affairs programs including judicial affairs, student handbook and directory, and student ambassadors. Specifically, this position directly supervises up to eight professional staff responsible for these program areas and is directly responsible for administering the general student affairs programs and advising the student government, student fee committee. Minimum qualifications include: Doctorate or Master's degree and 7 years of successful and progressively responsible experience in administration, diversity and multicultural development, student personnel management, judicial affairs, student development and leadership, complex budget management, student union/activities operations management; familiarity with developing technologies and the ability to understand the academic environment, relate well to faculty, and articulate effectively the institution's mission and priorities.

Positions will remain open until filled. Application screening will begin on April 10, 2002. Positions will be available August 1, 2002. View complete position descriptions and application procedures at [www.hrc.pdx.edu/jobsavail.htm](http://www.hrc.pdx.edu/jobsavail.htm) or call Jo Lucke at (503) 725-5235.

**Portland State University is an Affirmative Action, Equal Opportunity institution and, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.**

**Employment**



**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**

- Sr. Traffic/ITS Engineer  
Salary \$3,554 - \$5,089/month  
Announcement #OCDT2091 Salem
- Quantity/Quality Specialist  
Salary \$2,521 - \$3,616/month  
Announcement #OCDT2327 Salem
- Project Administration  
Salary \$2,521 - \$3,616/month  
Announcement #OCDT2326 Salem

**MANAGEMENT/INFORMATION TECHNOLOGY**

- DMV/IT Services Projects Director  
Salary \$56,940 - \$83,952 Annually  
Announcement #OCDT2131 Salem

**MANAGEMENT/PROFESSIONAL**

- Region 2 Maintenance and Operations Manager  
Negotiable Annual Salary up to \$79,908  
Announcement #OCDT2328 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.

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.

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

**Subsidized Units May Be Available At This Time.**

If subsidized units are not available at this time, qualified applicants will be placed on a Waiting List.

Guardian Management LCC is committed to "EQUAL HOUSING OPPORTUNITY"



Wilsonville Heights Apartments  
30125 SW Brown Rd.  
Wilsonville, Oregon 97070  
(503) 682-3336  
TDD/TDY #1-800-735-1232



THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.

**Advertisement For Bids**

**Scattered Site Dwelling Improvements  
Job No. MS-99-01-01**

Sealed bids will be received at the Housing Authority of Portland (HAP), 8910 N. Woolsey Ave. Portland, OR, 97203, until 2:00 p.m., Tuesday, April 23rd, 2002 for labor and materials to renovate three single family dwellings. Shortly thereafter, bids will be opened and publicly read. No bidder may withdraw their bid after the hour set for opening until after the lapse of sixty (60) days from the bid opening.

The basic work consists of: demolition, including possible asbestos and lead paint abatement; landscaping; concrete flatwork, footings and foundations; rough and finished carpentry, including roof, wall, & floor framing; new siding and insulation; roof repair; installation of new PVC windows and exterior & interior doors; new finishes to include gypsum wall board, ceramic tile, sheet linoleum, vinyl composition tile, carpet and paint; new bath & kitchen cabinetry; and minor mechanical, electrical & plumbing work.

Bid Documents will be available at the HAP Office noted above after 2 p.m., Tuesday, April 2nd, 2002, and at the pre-bid tours listed below. A \$50 (fifty) deposit for one set and \$20 (twenty) for each additional set is refundable when documents are returned within 10 days of bid opening.

Attendance of bidders is required at a minimum of one of the following pre-bid tours on Tuesday, April 9th, 2002:

1. 9406 N Tioga St, Portland OR, 97203, 8:30 a.m. - 10:00 a.m.
2. 8215 SE 16th Ave, Portland OR, 97209, 11:00 a.m. - 12:30 p.m.
3. 6801 SE 86th Ave, Portland OR, 97266, 2:30 p.m. - 4:00 p.m.

Questions posed during the tours and not addressed in the documents will be answered by addendum.

The Housing Authority of Portland may reject any bid not in compliance with the prescribed bidding procedures and requirements and may reject any or all bids and waive all informalities if, in the judgment of HAP, it is in the public interest to do so. Questions regarding this project should be directed to H. David Walter at 503-735-4210.

HOUSING AUTHORITY OF PORTLAND  
H. David Walter  
Assistant Director, Public Housing

**Advertisement for Bid**

Sealed bids for the McNary Dining Hall Renovations Phase 3B Project will be received by the Oregon State Board of Higher Education until 3 p.m. local time April 23, 2002. Bids will be opened and publicly read aloud on April 24, 2002 at 3 p.m. local time. All bidders must be registered with the Construction Contractor's Board.

Additional information may be obtained by contacting Facilities Services, 100 Adams Hall, Corvallis, Oregon 97331-2001 or telephone 541-737-8410.



**METRO**  
Metro  
PEOPLE PLACES  
OPEN SPACES

Assistant Management Analyst, Planning Department. \$27,324.15 - \$36,636.03, annually, PT (30 hours/week), Deadline 3/21/02. Provides technical support in budgeting; maintains databases; performs research; analyzes financial reports; maintains/monitors contracts; processes payments; creates/maintains filing system.

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

**Bike Mechanic Wanted!**

Work for a great non-profit dedicated to helping kids and everyone to become more self-sufficient on their bicycles. Resume in person or email.

Community Cycling Center  
1700 NE Alberta St.  
Portland, OR 97211

[Daniel@communitycyclingcenter.org](mailto:Daniel@communitycyclingcenter.org)