

CLASSIFIEDS/BIDS



METRO PEOPLE PLACES OPEN SPACES

Accounts Receivable Technician. \$12.69 - \$17.01, FT, Deadline 10/3/02. Performs a variety of skilled accounts receivable tasks according to established accounting principles and procedures. Maintains accounts by coding, processing and posting receivables data. Prepares revenue and expenditure reports, and balances/reconciles reports against actual income and expense input. 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

OCC Assistant Executive Director. (Oregon Convention Center) \$68,260 - \$80,752, annually, (plus annual performance award), FT, Deadline 10/16/02. Assists in planning, directing, managing and overseeing the daily activities and operations of the Oregon Convention Center. For a detailed job announcement, call (503) 797-1570 or visit our web at www.metro-region.org/jobs.

Animal Keeper, Exotic Birds & Primates Oregon Zoo. \$14.36 - \$19.44, FT (Shift: 7:00am - 3:30pm, Sat - Wed). Deadline 10/07/02. Responsible for manual cleaning of indoor and outdoor animal holding and exhibit areas, maintaining extensive animal records relating to health, diet and behavior, assisting with breeding and research projects, participating in the development and implementation of improved animal care and exhibit plans and procedures. Requires sufficient experience and/or education related to breeding and husbandry of a variety of primates and exotic birds. Possession of or ability to obtain a valid driver's license. Resumes are not accepted. Required application materials available at: Metro Human Resources, 600 NE Grand Avenue, Portland, OR. Please call (503) 797-1570 if you would like application materials mailed to you. Web address: www.metro-region.org

AA/EEO Employer

Accounting Clerk

If you have experience in a computerized Accounting or similar environment, have at least intermediate Excel spreadsheet skills, are a good team player and at the same time are able to work independently, then this position may be for you. Timberline system experience is a plus. The successful candidate will be flexible and enjoy new challenges, be a clear communicator, be accurate and dependable. Position responsibilities include, but are not limited to: setting up new construction projects in Timberline Job Cost, preparing monthly billings and posting cash receipts to Job Cost, and preparation of monthly reports to management.

To apply, send a cover letter addressing your qualifications specifically related to the above description and your resume to: Julia Spence, VP Human Resources, Neil Kelly Company, 804 N. Alberta St., Portland, OR 97217, fax to 503-288-7464, or email to jbspence@neilkelly.com or neilkelly@neilkelly.com is a drug-free company, and is one of Oregon Business Magazine's 100 Best Companies to Work For.

Multnomah ESD
All jobs close at 5 PM on date shown
Alternative Pathways Project Manager
220 Days
Closes: 10/4/02

Autism Specialist 190.5 FTE
Closes: Open until filled
Educational Assistant IA (Alpha High School)
190 days 4 hrs day school year
Salary: \$12.46/hr.
Closes: 9/26/02

LPN/EA - 179 days school year
4 hours day - Salary: \$13.74-\$15.90/hr to start depending on experience. Closes: 9/30/02 for first screening - Open until filled

Pediatric Psychiatric Nurse Practitioner 190 half-time days (20 hrs week)
Closes: Open until filled

Occupational Therapist
190 days
Closes: Open until filled

Speech & Language Path. ECSE
190 days - year round school
Closes: open until filled

Speech & Language Path A
190 full-time days and
190.6 FTE Closes: Open until filled

To be part of the team application materials are available M-F 8:00-5:00

Apply 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.

An Equal Opportunity Employer & Drug Free Work Place

Janitorial Position

On the spot Interviews

PHC is looking for individuals with experience in janitorial. Neat appearance, customer service skills, and ability to work independently are required. Must be able to read/write English and pass Criminal Background check. Salary based on Union wage. Apply at PHC 5312 NE 148th Portland, OR 97230. No phone calls please. Persons with disabilities encouraged to apply. An EOE

Executive Director

\$30,000.00-\$36,000.00 annually
NIA, a non-profit organization dedicated to the reduction of family violence providing support, advocacy and services to Women of Color, has an immediate opening for an experienced Executive Director. Responsibilities include rebuilding a sound organization, working closely with the board, providing program and fiscal management.

Candidates must be highly self-motivated, possess exceptional written and verbal communication skills and have solid organizational and multi-tasking abilities with a commitment to issues concerning Women of Color. At least two years post secondary education required. BA in social services, human resources, or other related field desired. Interested candidates fax resume to **Edwina Wasson, 503.289.8181. CLOSING DATES: October 4, 2002 at 5:00 pm.**

Equal Opportunity Employer. Drug Free Workplace.

St. Andrew Nativity School VOLUNTEERS NEEDED - St. Andrew Nativity Scholl is looking for Volunteers in several areas. We are looking for volunteers to assist with: Tutoring-Mon-Thurs. 3:30 pm-5:00 pm; Breakfast & Lunch; and Friday Electives & Activities. To sign up, or for more info, contact John Slaughter Jr. or (503) 335-9600 exr. 15, or stop into the school office.



Clark County, Washington Job Opportunities

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

COURT ASSISTANT I/II
Assist I: \$10.45 - \$13.35 / Hr. DOQ
Assist II: \$12.12 - \$15.46 / Hr. DOQ

SENIOR ACCOUNTANT
\$18.97 - \$24.22 / 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.clark.wa.gov

EQUAL OPPORTUNITY EMPLOYER

Mental Health Specialist

The Child and Family Center of University of Oregon is seeking an individual to work with an intervention team in the Northeast Portland office. The Mental Health Specialist position involves at least .50 FTE to 1.0 FTE employment working with adolescent and parent participants in a NIH prevention study. The position affords ample opportunity for professional development and training using state of the art interventions with families, as well as involvement and training in a research environment. The intervention team values expertise in cultural diversity, and working collaboratively with families across cultural communities. Masters in psychology, counseling, school psychology, social work or related field; or Bachelors degree and five years of experience in family intervention. Demonstrated skills working with diverse ethnic population in a metropolitan urban setting. Experience conducting substance abuse interventions. Minority candidates encouraged to apply. This is an EE/AA institution committed to cultural diversity and compliance with the ADA. Application deadline: Oct. 11th, 2002. Please send letter of intent, resume & 3 references to: Project Alliance, Attn: Kate Kavanagh, 2738 NE Broadway, Portland, OR 97232. Inquires should be directed to Kate Kavanagh, 503-282-3662 or katek@darkwing.uoregon.edu



WASHINGTON COUNTY COMMUNITY HEALTH WORKER II - BILINGUAL FULL-TIME AND PART-TIME POSITIONS

\$2,432 - \$2,957 / month
Closes October 4, 2002

FAMILY SERVICES COORDINATOR FIRST STEP PROGRAM
\$3,353 - \$4,075 / month
Closes October 4, 2002

OPERATIONS SUPERVISOR (TRAFFIC)
\$3,889 - \$4,726
Closes October 4, 2002

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

SERVICE WORKER

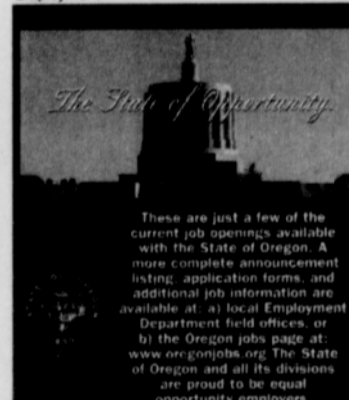
Salem Area Mass Transit is seeking a Service Worker to clean District vehicles and facilities and perform routine maintenance on District equipment, building, bus stop signs and bus shelters. Starting wage \$11.90 per hour. Come in or call 503-588-2424 to obtain official application form and detailed recruitment announcement. Send completed application form and certified court DMV driving record to Salem Area Mass Transit District, Human Resources Division, 555 Court St., NE, Suite 5230, Salem, OR 97301-3736. Official District application form must be completed and received at District by 4:30 p.m. October 18, 2002. Visit our web site at: www.cherriots.org.

An Equal Opportunity Employer.

Position Title: Senior Program Assistant

20 hrs/per/wk. @ \$9.20-10.25 p/hr. Req'd HS deg or equiv, min six mo exp prov info and coord of svcs to frail, low-income seniors. Apply in Persons at Portland Impact, 4707 SE Hawthorne. Questions call 503-988-6000. EOA/AA

Employment



DEPARTMENT OF ADMINISTRATIVE SERVICES Human Resource Services Division State Labor Relations Manager
Seeking an experienced chief negotiator for complex labor contract negotiations with the Department of Administrative Services, Human Resource Services Division, Labor Relations Unit, in Salem, Oregon. Requirements are: five years of progressively responsible labor relations experience. Experience must have included acting in the role of chief negotiator, administering labor contracts, arbitrating grievances, fact finding and human resource consultation. Salary: \$4,745 - \$6,659/monthly with a benefit program contribution toward family health, dental, and life insurance. Other benefits include a retirement program, short and long term disability insurance, paid holiday, vacation, and sick leave. For detailed job announcement, #LEDA2076, go to our website at www.oregonjobs.org, or call (503) 378-3622. Close date is September 30, 2002.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) Accounting Technician 3 Payroll Technician
PERS covers nearly 300,000 members and administers retirement, disability benefits, health insurance, and deferred compensation plans statewide. This position is responsible for processing timesheets, receiving and processing garnishments, and interpreting federal and state laws, rules, policies, and union and benefit contracts. Confidentiality is a Must. Requirements: this position requires three years of technical support accounting

CONTRACTING OPPORTUNITIES WITH THE CITY OF PORTLAND

For contracting and vendor opportunities with the City of Portland, please log on to the Bureau of Purchases Web Page:

www.ci.portland.or.us/purchase/purchase.htm



City of Portland Bureau of Purchases

1120 SW Fifth Ave, Room 750 Portland OR 97204 503.823.6855



NURSING and DIAGNOSTIC IMAGING Open House!

This is by far your best opportunity to discover first-hand the benefits and bonuses of joining the Providence Health System team.

State-of-the-art facilities, Up to a \$5000 Sign-On Bonus and much more!

3 Open House events to Choose from:

- 9/25 1-6pm Providence Portland Medical Center
- 9/26 1-6pm Providence St. Vincent Medical Center
- 10/1 1-6pm Providence Milwaukie Hospital



Providence Health System

A caring difference you can feel

For complete details: 503-215-5770 or employment@providence.org
Apply On-Line! www.providence.org



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.portportlandor.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

Advertise in The Portland Observer

call 503.288.0033 or email: ads@portlandobserver.com

experience. Two years of the experience must include coding transactions and checking them for propriety, balancing and resolving discrepancies in computer edits; OR at least 90 quarter (60 semester) credit hours from an accredited college, university, or vocational-technical school that includes 12 quarter (9 semester) hours in accounting. Training or experience must include operating a ten-key calculator by touch and using a computer to enter, update or retrieve information. Salary \$2,144 - \$2,971/monthly, EOE AAE. You can obtain the job announcement #LE200654, test question, and the State of Oregon application form (PD100) from the local Employment Department field offices, from the state job website www.oregonjobs.org or call PERS Human Resources at (503) 603-7552 (TTY 503-603-7766). The recruitment closes at 5 p.m. on October 2, 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
• Designer
Negotiable annual salary up to \$52,716
Announcement #OCDT2578 Astoria
• Inspector
Salary \$2,782 - \$3,982/month
Announcement #OCDT2385A Klamath Falls
• Designer/Drafter/Writer
Negotiable annual salary up to \$52,716
Announcement #OCDT2579 Salem
• Pavement Management Specialist
Salary \$3,068 - \$4,393/month
Announcement #OCDT2580 Salem
TRADES
• Heavy Equipment Shop Mechanic
Salary \$2,554 - \$2,941/month
Announcement #OCDT2533 Bend
• Roadway/Highway Maintenance Specialist
Salary \$2,053 - \$2,840/month
Announcement #OCDT2391 Klamath Falls
• Roadway/Highway Maintenance Specialist
Salary \$2,053 - \$2,840/month
Announcement #OCDT2393 Arlington

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. 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.