

# CLASSIFIEDS / BIDS

## Portland State University Assistant Director For Auxiliary Services/ Operations and Maintenance Position Description and Announcement

Portland State University invites applications for the position of Assistant Director of Auxiliary Services. The Auxiliary Services Division of Portland State University includes Transportation & Parking Services, ID Services, Box Office, the Smith Memorial Student Union, the Peter W. Stott Athletic Facility, Recreation Field and Tennis Courts and College Housing. Auxiliary Services manages a budget of \$20 million annually.

The Assistant Director plans, organizes and directs auxiliary operational functions, construction, maintenance, safety and programmatic changes. The Assistant Director assists the Director of Auxiliary Services in creating and developing short range and long range planning activities, as well as coordinating and developing a deferred maintenance plan and budget for Auxiliary Services.

The Assistant Director reports to the Director of Auxiliary Services and works closely with the other Finance and Administration directors in managing the physical, fiscal, construction, human resource, and information technology infrastructure needs of Auxiliary Services.

Required qualifications are: a baccalaureate degree with an emphasis in business or public administration or related field, a minimum of five (5) years experience in auxiliary services provision, facilities infrastructure, student housing and/or related fields, and a minimum of five (5) years of supervisory/administration experience of which five (5) years must be managerial experience in a setting of comparable or larger size.

This position will remain open until filled. Salary is dependent on qualifications and experience. Review of applications will begin January 23, 2003.

This position is currently open and will be filled on a 12-month, fixed term basis.

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

Please submit your resume along with a letter addressing the required qualifications. Please send information to Assistant Director Search, Auxiliary Services ASA, Portland State University, P.O. Box 751, Portland, Oregon 97201 or email [rm@pdx.edu](mailto:rm@pdx.edu).



### PARKING FACILITY Operator

Immediate full and part-time openings. Seeking dependable, well-groomed, positive individuals.

\$8.00 + Starting wage  
Overtime/advancement potential  
Medical & Dental, 401K avail.  
Drug test/Background Check  
New hires must have acceptable documentation to confirm both identity and eligibility to work.  
Apply 12:00-12:30 PM, Tues & Thurs at  
City Center Parking  
130 SW Stark, Portland

## DIRECTOR, FINANCE & IT VANCOUVER HOUSING AUTHORITY

The VHA is accepting applications for the position of Director, Finance & IT to manage the activities and operations of the Finance and Information Technology Department including accounting, financial reporting, investment, cash management, and information technology programs; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Chief Operations Officer and Chief Executive Officer. Bachelors degree or equivalent (Masters degree desirable) with major course work in finance, accounting, business administration or a related field (CPA highly desirable). Six years of increasingly responsible finance and accounting program experience including three years of management and administrative responsibility experience in both private and public sector, with an emphasis in private sector. Salary \$5204 - 7883/month plus excellent benefits. Interested applicants should call the Vancouver Housing Authority at (360) 694-2501 ext. 9702 or (503) 289-5593 ext. 9702 or e-mail [hryha@vhausa.com](mailto:hryha@vhausa.com) or visit [www.vhausa.com](http://www.vhausa.com) to obtain required application materials. To apply for this position, please submit the VHA application form, and supplemental questionnaire, résumé, cover letter summarizing pertinent qualifications and experience, and professional references to: Human Resources Department, Job: Director F/IT 2/03, VANCOUVER HOUSING AUTHORITY, 2500 Main Street, Vancouver, WA 98660. Résumés without applications will not be accepted. **Completed applications must be received in the VHA offices by 5:00 p.m., Monday, February 17, 2003.**

EQUAL OPPORTUNITY EMPLOYER



## WASHINGTON COUNTY Victim Assistance Specialist \$2,621 - \$3,429 / month Closes February 14, 2003

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

### Free Home Visit for Families with Asthma.

The American Lung Association of Oregon's Indoor Air Quality program can help families to identify asthma triggers in the home and can provide low-cost or no-cost suggestions for eliminating triggers.

Free, where household income is \$45,000 or less and at least one family member has asthma.

Priority given to N/NE Portland. Families with higher income may qualify call for more information.

Master Home Environmentalist Program, 503 924-4094 x18, Margaret McConnell.



## 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.portportland.or.us](http://www.portportland.or.us) 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

### DEVELOPMENT DIRECTOR

Join a healthy, vibrant non-profit organization leading the way in HIV prevention, services and advocacy in Oregon and southwest Washington as Director of Development and lead our efforts to raise \$1.3 million in general operating and program support annually through foundations, corporations, special events, individual gifts, planned giving, direct mail and telemarketing. Staff will focus their time primarily (over 50%) on identification, direct solicitation, maintenance and growth of major (\$1,000+) individual, corporate and foundation donors. Develop and implement annual development plan and budget; supervise high-performing 4-person staff team; make 15 personal visits/week to prospective, current and lapsed donors; staff Board development committee. Outgoing and relationship-oriented personality; five years successful professional development experience; knowledge of philanthropic organizations and individuals in Oregon; computer proficiency with MS Office products; occasional evenings and weekends. Bachelor's degree Blackbaud/Raiser's Edge proficiency preferred. \$65-75K, DOE; full benefits; generous vacation.

Mail/fax resume, cover letter and salary history to: Cascade AIDS Project  
620 SW Fifth Avenue, Suite 300 Portland, Oregon 97204

(503) 223-7087 fax EO/AEE



## The FBI's Most Wanted Applicants.

Since the events of September 11<sup>th</sup>, the FBI has identified additional skill needs to address terrorism and homeland security. When you join the FBI, you join an organization that plays a central role in ensuring the safety of our nation.

All applicants must be U.S. citizens.

### SPECIAL AGENT POSITIONS

We have FBI Special Agent positions available. Critical skills for qualification are among the following: Computer Science or IT, Engineering, Accounting/Finance, Foreign Counterintelligence, Military Intelligence, Physical Sciences, and Foreign Language (Arabic, Farsi, Pashtu, Urdu, Chinese, Japanese, Korean, /Russian, Spanish, and Vietnamese).

To qualify for an FBI Special Agent position you must possess a college degree, be available for assignment anywhere in the Bureau's jurisdiction, be between the ages of 23-26, and be in excellent physical condition.

Please visit our website for complete FBI Special Agent qualifications/details. Females and minorities are encouraged to apply. You may apply on-line at:

[www.fbijobs.com](http://www.fbijobs.com)

Only those candidates determined to be best qualified will be contacted to proceed in the selection process.

An Equal Opportunity Employer



Advertise with diversity in  
The Portland Observer  
call 503.288.0033  
or email: [ads@portlandobserver.com](mailto:ads@portlandobserver.com)

Attn: Int'l Company seeks  
5 Key individuals to make  
\$1500-\$4500 PT/FT  
Call 1-888-685-7354

## 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](http://www.ci.portland.or.us/purchase/purchase.htm)



## City of Portland Bureau of Purchases

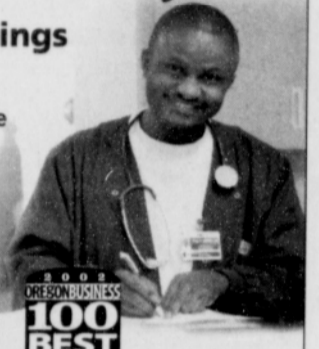
1120 SW Fifth Ave, Room 750 Portland OR 97204 503.823.6855

## A better career could be yours!

### Learn about job openings available now.

Call 503-215-5770 or visit the Providence Employment Center, 1235 NE 47th Avenue, Suite 200.

You also can apply online at [www.providence.org](http://www.providence.org)



Providence Health System is an equal-opportunity, affirmative-action employer. Pre-employment drug and health screens are required.

Public Notice

## GOVERNOR'S ADVISORY COMMITTEE ON MOTORCYCLE SAFETY

### Seeking To Fill Two Committee Members Positions

The Governor's Advisory Committee on Motorcycle Safety is currently seeking applicants to fill two vacant positions. Members of Oregon State boards and commissions are vital participants in policymaking, regulation, advisory, and advocacy efforts for a wide variety of issues affecting all Oregonians. The Governor makes direct appointments to approximately 200 boards and commissions.

The eight-member committee on motorcycle safety represents the voice of Oregon motorcyclists and advises the Governor and the Transportation Safety Division of the Department of Transportation on safety for motorcyclists in Oregon. The term of office is four years, but the members serve at the pleasure of the Governor.

All interested parties are encouraged to apply, however, applicants who are endorsed motorcyclists that reside outside of the Portland and Willamette Valley areas are preferred. Please submit applications by February 14, 2003 for consideration.

For application materials or more information regarding the Governor's Advisory Committee on Motorcycle Safety and/or other board and commission opportunities, contact Pamela Estes in the Governor's Office at:

Executive Appointments  
Office of the Governor  
900 Court Street NE  
Salem, OR 97301-4047  
Telephone: (503) 378-3123  
Fax: (503) 378-6827

Employment



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.

## OREGON DEPARTMENT OF HUMAN SERVICES MAKE A DIFFERENCE IN THE LIVES OF OREGONIANS

by joining the Oregon Department of Human Services (DHS), the statewide health and human services agency. We help Oregonians be independent, healthy, and safe. We are absolutely committed to ongoing innovation in the delivery of services, and we are committed to recruiting, developing and retaining a diverse workforce.

**CLINICAL**  
• **Physician Specialist Staff Psychiatrist**  
Salary Range: \$114,000 - \$121,843 annually  
Announcement #UC3093839 - Pendleton  
Open until filled

To obtain a detailed job announcement and application materials visit the DHS website: <http://personnel.hr.state.or.us>; call the DHS job line at (503) 945-5742; TTY (503) 945-6214 or contact any local Oregon Employment office. Information is available by referencing the announcement number(s).

## OREGON STATE UNIVERSITY Career Advisor

A twelve-month, full-time, fixed term Career Advisor position for the Centralized Career Services is available at Oregon State University. Provide career advising to students and coordinate Career Fairs. Requires a Master's degree in Counseling, College Student Personnel Admin or related area; 12 months' experience in a university career center; and expertise working with students throughout the career development process. Preferred qualifications include: demonstrated commitment to promoting and enhancing diversity. We offer a competitive salary with an excellent benefit package. OSU is an AA/EEO. To apply, send letter of interest relating qualifications to job responsibilities, current vitae, and names, addresses and phone numbers of three references to: Oregon State University, Kathleen Lillis, Career Advisor Search Committee, 8008 Kerr Administration Building, Corvallis, OR 97331-2127. Phone: (541) 737-4085. Applications accepted through February 28, 2003.

## 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.

## ACCOUNTING/FINANCIAL/PURCHASING

• **Fleet Coordinator**  
Salary \$2,430 - \$3,370/month  
Announcement #OCDD3311 Salem

## ADMINISTRATIVE/CLERICAL

• **Archivist**  
Salary \$2,208 - \$3,060/month  
Announcement #OCDD3309 Salem

• **Office Specialist 1 - Suspensions Clerk**  
Salary \$1,651 - \$2,208/month  
Announcement #OCDD3289 Salem

## COMMUNICATIONS SUPPORT

• **Communications Support**  
Salary \$2,144 - \$2,971/month  
Announcement #OCDD3026 Salem

## CUSTOMER SERVICE/ENFORCEMENT

• **Salem Permit Analyst**  
Salary \$2,207 - \$3,061/month  
Announcement #OCDD3033 Salem

• **Motor Carrier Specialist 1**  
Salary \$2,664 - \$3,699/month  
Announcement #OCDD3034 Salem/Portland

## ENGINEERING/ENVIRONMENTAL

• **Region Assurance Specialist**  
Salary \$3,160 - \$4,525/month  
Announcement #OCDD3131 Klamath Falls

• **Trans Engineer 2 - Dev Review Team Leader**  
Salary \$3,554 - \$5,089/month  
Announcement #OCDD2742 Portland

## JUNIOR LABORATORY TECHNICIAN

• **Junior Laboratory Technician**  
Salary \$1,868 - \$2,645/month  
Announcement #OCDD3132 Salem

## INFORMATION SYSTEMS

• **DMV Program Services Group Manager**  
Salary \$55,908 - \$82,308/annually  
Announcement #OCDD3202 Salem

## PROJECT MANAGEMENT/PLANNING

• **Construction Contracts Coordinator**  
Salary \$3,160 - \$4,525/month  
Announcement #OCDD3133 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)

## ADVERTISEMENT FOR BID

Sealed bids for the Prothro Fields Relocation Project will be received by the Oregon State Board of Higher Education until 2:30 PM local time February 25, 2003. Bids will be opened and publicly read aloud on February 26, 2003 at 2:30 PM 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.