

BIDS / CLASSIFIEDS

DEVELOPMENT

Director Of Development & External Relations College of Liberal Arts and Sciences

Portland State University is seeking an experienced fund raising professional to serve as Director of Development for the College of Liberal Arts and Sciences. The position's primary focus will be on major gifts fundraising for the Sciences and Mathematics. PSU, Oregon's largest University with more than 23,000 students enrolled, is a nationally acclaimed leader in community-based learning.

Responsibilities include: building and enhancing relationships with the College's major constituencies, raising funds through major and planned gifts, annual giving, and corporate and foundation gifts.

PRIMARY RESPONSIBILITIES

- Working with the dean and the Vice President for University relations to establish annual fundraising goals,
- Identifying and cultivating the top 25-50 major prospects for the college's campaign,
- Soliciting major gifts.
- Working with external constituencies to develop relationships with the college,
- Managing assigned aspects of the college's campaign, including volunteers,
- Planning and managing cultivation and stewardship events.

QUALIFICATIONS

Bachelor's degree with three to five years of fundraising experience, preferably in higher education; an advanced degree will make the candidate even more competitive. Experience in major gifts and annual fund development,

Excellent communication and interpersonal skills and the ability to work with diverse groups including alumni, volunteers, faculty and staff, excellent organizational skills with ability to manage multiple projects, ability to be self-directed, ability to be creative and flexible.

This is a 12 month, 1.0 FTF fixed term, unrepresented, unclassified position, with a starting salary ranging from \$55,000 to \$65,000 depending on experience and qualifications.

Review of applications will begin October 31, 2003 and continue until finalists are chosen.

To Apply

For a complete position description see www.hrc.pdx.edu. Send a letter, resume and the names of three references to: Search Committee, Office of University Development, Portland State University, P.O. Box 751, Portland, OR 97207-0751

PSU is an AA/EO institution, in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.



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

Internal Auditor

TriMet, the region's progressive public transit agency, is seeking an Internal Auditor. This position designs and performs audit projects to assure that controls protect TriMet's assets and support the achievement of objectives. Qualified applicants will have the following:

- Bachelor's degree, emphasis in accounting, finance or management of business administration preferred.
- Two to four years of audit experience.
- Professional certification (CIA, CPA, CISA) a plus.
- Or any equivalent combination of experience and training.

Excellent benefit package and hiring range of \$3,380 - \$4,225 per month

Apply no later than 5 p.m. November 7, 2003 by submitting a TriMet application with your resume. Application materials may be obtained from TriMet's Human Resources office, 1st Floor, 4012 SE 17th Avenue, Portland, OR 97202. Those residing outside the Portland Metropolitan area or who are physically disabled may request application materials by calling 503-962-7635. Persons needing an accommodation under the Americans with Disabilities Act for any part of the application process should contact TriMet Human Resources staff at 503-962-7635. A minimum of two workdays notice prior to the need for accommodation is required. TTY#503-238-5811. Visit our website at www.trimet.org for more detailed information and to download an application.

TriMet is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve, including the elderly and persons with disabilities.



See where it takes you.

SOCIAL SERVICES

Youth Project Coordinator & Assistant Coordinator OREGON PARTNERSHIP

Enthusiastic, creative, individuals w/bachelor's degree, 3 years experience in social service environment, excellent public speaking skills, & 2 years experience working with diverse youth. We have two full-time positions to coordinate film-based club-drug prevention project. MS Office Proficient.

Spanish-speakers and minorities are encouraged to apply.

Fax resume, refs, cover ltr to (503) 244-5506, attention: YouthLink Director or send to Oregon Partnership 6443 SW Beaverton Hillsdale Highway Portland, Suite 200 PDX, OR 97221 www.orpartnership.org

No Phone Calls Please

Wanted:

- Piano player for regular Saturday night gigs, candidate must:
- Play with "Soul" & "Adlib"
 - Have good knowledge of Jazz Standards,
 - Gospel, Blues, R&B, Soul.
 - Read sheet music and play by ear
 - Reliability is a Must,
 - Rehearse once a week until tight
 - Pay is \$100.00 per gig

Please Call Patrick 503-283-6229

Immediate opening Morning Sports Anchor. Broadcasting experience, good communication skills required. Send tape and resume attention AM Program Director - KXL Radio, 0234 SW Bancroft, Portland, OR 97239. No phone calls. Equal opportunity employer.

Home Assembly Workers Needed. Pick Your Own Hrs
No. EXP 1-800-576-5829



METRO

Event Custodian, Oregon Convention Center. \$10.21/hour, Multiple PT Positions, Deadline 11-06-03. Cleans and maintains restrooms, lobbies, open floor spaces and other public/non-public areas prior to, during and after events.

Temporary Recruitment & Selection Specialist, 1 FT, temp position, approx. 4 to 6 months. \$36,200/year. Deadline 11-3-03. Metro is seeking a self-starter to serve as the key person in coordinating the Recruitment & Selection program. Responsible for designing and posting job announcements; advertising; skills testing; application/resume analysis; providing advice and assistance with interviewing; providing advice and counsel, and troubleshooting personnel issues related to the Recruitment & Selection process and general Human Resource issues; producing various reports, documents, and general correspondence related to program area; representing Metro at job fairs and on employer panels; co-coordinating new employee orientation and tour; maintaining Metro's applicant tracking database; and managing R&S file archiving and destruction.

The complete job announcement and application materials may be downloaded from www.metro-region.org/jobs or picked up at Metro Human Resources, 600 NE Grand Avenue, Portland, Oregon.

AA/EEO Employer

**Looking For Away Out!
Look No Further!**
Good credit. Bad credit. Available Up to \$500,000. Fast Results.
CALL TOLL FREE
1-866-834-6795

Do you love Sports?
Earn up to \$1,000 Daily while watching Sports on TV.
Call 1-800-314-1619 ext.17963

Direct mail made easy! Earn \$1200 a Week with your own home-based direct Mail business. FREE Report.
1-877-547-3923 24 hr. rec. msg.

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. 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.

MANAGEMENT
• **Principal Executive/Manager E**
Administrator, Office of Multicultural Health
Salary range: \$4,099 - \$6,048/month
Announcement #LEHS3405 - Portland
Close Date: October 31, 2003

PUBLIC HEALTH
• **Principal Contributor 1**
Public Health Preparedness Planning Coordinator
Salary range: \$3,546 - \$4,978/month
Announcement #LEHS3545 - Portland
Close Date: November 3, 2003

To obtain a detailed job announcements and application materials, visit the DHS website: www.dhs.state.or.us/jobs/; 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).

DEPARTMENT OF REVENUE
Revenue Agent 3
Collector

The Oregon Department of Revenue is recruiting for a Revenue Agent 3 to perform complex field collection and investigations work under the authority of a variety of revenue producing statutes that generate a number of different types of delinquent accounts and tax liabilities due the state. Salary: \$2,320 - \$3,208 monthly. EEO/AAE/ADA. To request Job Announcement #LEROV0082A and an application, call (503) 945-8555 or visit our website at www.dor.state.or.us. TTY (hearing or speech impaired only) (503) 945-8617 or (800) 886-7204. Apply now. We could stop taking applications at any time.

Income Tax Auditors
Do you have an accounting or tax background, communicate well with others, and have strong analytical skills? Are you seeking a job that is challenging, flexible, and rewarding in a work environment that is satisfying, educational, and motivational? Then the Oregon Department of Revenue invites you to pursue a career with us. Currently we have openings in Salem, Portland,



WASHINGTON COUNTY

ADMINISTRATIVE SPECIALIST I
Bilingual and non-bilingual positions (Spanish/English)
\$2,047 - \$2,487 / month
Closes October 31, 2003

ADMINISTRATIVE SPECIALIST II
Bilingual and non-bilingual positions (Spanish/English)
\$2,373 - \$2,885 / month
Closes October 31, 2003

ASSISTANT VETERANS' SERVICES OFFICER
(Aging Services Representative)
\$2,892 - \$3,515 / month
Closes November 7, 2003

FACILITIES OPERATIONS MANAGER
\$4,623 - \$5,619 / month
Closes November 7, 2003

SENIOR ENVIRONMENTAL HEALTH SPECIALIST
\$4,086 - \$4,966 / month
Closes November 21, 2003

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

Become a sales manager with this Christian based US company. \$70,000+ average income + great benefits for qualified managers. If you believe you have what it takes for success ...we'd like to talk with you. Call 1-888-640-7316.

For contracting opportunities with the City of Portland and for valuable information on how to do business with the City, please log on to the Bureau of Purchases Web Page: www.portlandonline.com/omf/purchasing



City of Portland Bureau of Purchases

1120 SW Fifth Ave, Room 750, Portland OR 97204
503-823-6855



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

\$250 to \$500 a week
Will train to work at home
Helping the US Government file HUD/FHA mortgage refunds
No experience necessary
Call Toll Free 1-866-537-2906

Are you a Sales Manager Material? If you can train, inspire and be a leader, you can earn \$100K plus benefits with this American company. Call 1-888-640-7316 for recorded info.

CALL FOR NEW

Minority Business Owners

If you perform Construction Work or Construction Services and if you have a new business or recently formed a business in the last 2 years and are interested in doing future work with the City of Portland.

Please contact:

Group AGB LLC, Andre Baugh - 503 281-3638
andre@i2x4.com

or

FM Burch & Assoc., Faye Burch - 503 735-9455
fmburchpr@aol.com

We are working to create a database of new companies that includes the services they can provide. Let us help you take the next step to increase your opportunities and Profits.



The City of Portland is an equal opportunity employer

"Meeting the affordable housing needs of the community"

HURRY!!! NOW RENTING

1, 2, & 3 Bedroom Houses & Apartments • Newly Remodeled
Washer & Dryer hook-ups • Appliances • Section 8 Welcome • HOPE VI Welcome



503-288-2923

4829 NE Martin Luther King Jr. Blvd., Portland, OR 97211



Tualatin, and Gresham for Income Tax Auditors at the Tax Auditor Entry and Tax Auditor 1 levels. As a result of this recruitment effort, we may also have vacancies in our Medford, Bend or Eugene offices. Duties are varied and include auditing tax returns, communicating with the public, gathering and analyzing records, and researching federal and state tax law. Starting salary range for our Tax Auditor Entry positions is generally \$2,208 - \$3,060/month. We also offer a comprehensive benefits package, which includes a pension plan, medical, dental, and life insurance plans. Employees who successfully complete a 1 year trial service period will be promoted to a Tax Auditor 1, with a salary range of \$2,790 - \$3,875/month. To request Job Announcement #LEROV0128 or #LEROV0136 and an application, call (503) 945-8555 or visit our website at www.dor.state.or.us. TTY (for hearing and speech impaired only) (503) 945-8617 or (800) 886-7204. For additional information about the positions, call Salem (503) 731-4638 or (503) 945-8502. Deadline for this recruitment is November 10, 2003.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) Office Specialist 2

PERS covers nearly 300,000 members and administers retirement, disability benefits, health insurance and deferred compensation plans statewide. This position is responsible for quality control by ensuring validation and verification of all processes within the section, as well as monitoring and measuring section performance against quality control standards. Salary range is \$1,863 - \$2,546/month. EOE/AA. To review the job description and minimum qualifications for Announcement #LE300871, contact your local Employment Department field office, PERS Human Resources at (503) 603-7552, or visit www.oregonjobs.org. Closing date is November 7, 2003 at 5 p.m.

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...

ACCOUNTING/FINANCIAL

• **Accounting Technician 3**
Salary \$2,208 - \$3,060/month
Announcement #OCOT3274 Salem

CUSTOMER SERVICE/ENFORCEMENT

• **Field Permit Analyst**
Salary \$2,207 - \$3,061/month
Announcement #OCOT3738 Umatilla

ENGINEERING/ENVIRONMENTAL

• **Quality Control Compliance Specialist**
Salary \$2,865 - \$4,101/month
Announcement #OCOT3468 Portland

• **Junior Inspector**
Salary \$2,357 - \$3,375/month
Announcement #OCOT3469 Portland

• **Access Management Specialist**
Salary \$2,865 - \$4,101/month
Announcement #OCOT3762 Salem

• **Senior Drafter**
Salary \$2,728 - \$3,911/month
Announcement #OCOT3700 Medford

• **Survey Research/Analyst/Cad Map Specialist**
Salary \$2,865 - \$4,101/month
Announcement #OCOT3701 Portland

HEALTH/SAFETY

• **Industrial Hygienist**
Salary \$3,208 - \$4,476/month
Announcement #OCOT3270 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. 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.