

BIDS / CLASSIFIEDS

EDUCATION
Portland State University
Program Manager
 Professional Development Center

The Professional Development Center, Extended Studies is seeking a senior program manager and developer for a portfolio of programs including HR and Comprehensive HR certificate, Advanced HR series, and Marketing Communications certificate. Responsibilities: Program design and development, program marketing, coordination, and maintenance, general administration and team development. Qualifications: Master's degree required and three to five years' relevant experience; experience in relationship marketing and market analysis for educational programs is preferred, an understanding of concepts, practices, and principles in professional development, HR, and training disciplines, strong communication and organizational skills. Starting salary low \$40s.

For detailed description and application process visit: <http://hrc.pdx.edu/jobsavail.htm>. PSU is an AA/EO institution and in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.

KBOO Community Radio is looking for a P/T Co-Sponsorship Coordinator to coordinate co-sponsorship and outreach activities with non-profit organizations. For a full job announcement: please see our website at www.kboo.fm, send an email to manager@kboo.org, call 503-231-8032 to request an announcement, or stop by the station (20 SE 8th Ave & Burnside) Monday through Friday between 9 am and 5 pm to pick up an announcement.

\$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

We buy or lease houses, any area, any condition, any price. All Cash.
 503-288-4407.

"CHRISTMAS CASH!!!"
 PERFECT PART TIME JOB
 FLEXIBLE AM HOURS
 \$1,000 - \$3,000 A MONTH

Local Company needs help with Advertising Campaign...

CLOSE TO MAX & BUS LINES
 DOWNTOWN PORTLAND
 (503) 230-1875
 ask for Jack...

CALL TODAY START TOMORROW

UTILITY WORKER I. City of Milwaukee, Oregon. Salary Range: \$2,455 - \$3,133/mo plus excellent benefit package. We are seeking a qualified person for our Street division. Candidates with related street experience, computer skills and a current Commercial Driver License, Class A, will be given preference. Will perform a variety of semi and skilled manual tasks in the public works department in relations to installation, repair and maintenance of street and equipment operation. Requires diploma or GED, and ability to obtain appropriate certifications such as traffic control certification. Must have a minimum of two year's prior work experience directly involving technical skills and general construction, maintenance, or repair work; be skilled in medium to heavy equipment operation; be safety oriented and a team player. **Prior to hiring, applicants will be required to satisfactorily complete a drug screening and physical capacities test.** Applications are available at the City's website at www.cityofmilwaukee.org or at Milwaukee City Hall, 10722 SE Main Street, Milwaukee, OR 97222. Contact: Cynthia, (503) 786-7507 or email nagyc@ci.milwaukie.or.us. Completed packets must be received by 4 PM, Monday, November 24, 2003 in Human Resources at the above address. Fax # (503) 652-4433. TDD # 786-7555. All qualified applicants are encouraged to apply. Equal Opportunity Employer.

CHRISTIAN BASED COMPANY
 career working from home. Seeking PT FT Reps, and Sales Managers, great pay working at your pace with our 18yr-old stable company. If you believe you have what it takes for success call **1-888-640-7316**.



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



JOURNEYMAN DIESEL MECHANIC

Franz Family Bakeries is looking for an experienced Journeyman Diesel Mechanic. \$20.71 per hour. Full time position. Day Shift, Tuesday through Saturday. Must have three years recent experience working on Cummins, detroits, & cats. Must have own tools. Requires a current class A CDL with excellent driving record. Union position with excellent benefits. Apply North Portland Employment Office, 30 N. Webster, Job reference number 1113141 or the Franz Family Bakeries Sales Office, 340 NE 11th, Portland.

We are an EEO/AAP employer

Aircraft Ground Crew

Openings for handlers, fuelers, mechanic & electronic trainees. Full pay/benefits while you train. H.S. grads, 17-34. Must relocate. Call M-F 1-800-914-8536.



WASHINGTON COUNTY

CIVIL DEPUTY
 \$2,654 - \$3,225 / month
 November 24, 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

Move In Now. Cash down, no banks needed. Two Locations to choose from: Vancouver, WA or Portland, OR, 3bd/2ba or 3bd/1.5, sunk-in living room, large fenced backyard, new carpet, paint, and tile. Appliances included. Fireplace or wood stove. Single or double car garage, 1200 SF or 1400 SF on large lots, close to I-205, schools, shopping, bus line. Must See. Call for appointment - 503-288-4407.

Do you love Sports?

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

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

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

OFFICE ASSISTANT 2

Office Assistant duties vary by department and location, but may include reception or front counter check-in, word processing, filing, answering telephones, data entry, processing information on a computer and cash handling.

Applicants must have training and experience equivalent to completion of the twelfth grade; two years of general clerical experience involving public contact or customer service and computer experience.

Salary is \$12.49 per hour. Multnomah County offers a comprehensive benefit program.

Application materials are available **on-line** at www.multcojobs.org or information on how to apply may be obtained by calling our Job Hotline at (503) 988-5035. **This job does not have a closing date.**

Multnomah County is an equal opportunity employer and welcomes people from various backgrounds to enhance service delivery to our diverse community.



Sales Manager

Nationally recognized distributor of building materials is looking for a Sales Manager for our Oregon territory

This position will direct and coordinate the activities of a specific area, consisting of 2 to 3 branch locations, to optimize the effectiveness of the sales organization.

Considered candidates will have 5-10 years Building Products/Millwork Distribution Management/Sales experience; 4 year degree required; Or equivalent combination of education and experience. Must have the ability to define problems, collect data, establish facts and draw valid conclusions. Strong math aptitude plus demonstrated management, communication, organizational and interpersonal skills are required.

HOUSING AUTHORITY OF PORTLAND

HOMEOWNERSHIP LOTS - NEW COLUMBIA

Proposals are requested from qualified homebuilders for the purchase and development of residential lots for the redevelopment of Columbia Villa. The Housing Authority of Portland ("HAP") will accept proposals until 4:00 PM, January 15, 2004 at the HAP New Columbia Project Office at 135 SW Ash Street, 5th Floor, Portland, Oregon 97204. Proposals should be clearly marked with the respondent's name and address and the RFP name.

HAP is redeveloping the 80-acre north Portland Columbia Villa site as a livable, mixed-income community that will enhance the quality of life of Columbia Villa's residents and the adjacent Portsmouth neighborhood. When completed in 2006, New Columbia will feature new infrastructure, a comprehensive park system, 620 rental units, 230 homeownership units and 35,000 square feet of community and commercial space.

HAP is seeking homebuilders to purchase finished lots and develop 230 homes for sale as part of the New Columbia Community over a three-phase, 3-year homeownership development. The subject of this RFP is Phase 1, which includes 76 lots.

Hard copies of this RFP will be available beginning Monday November 3, 2003 between 8:30 AM and 4:30 PM at HAP's New Columbia offices at 135 SW Ash Street, 5th Floor, Portland, Oregon 97204.

Attendance is encouraged at a pre-proposal conference for homebuilders and other interested parties that will be held on November 17, 2003, 9:00 AM to 11:00 AM at the Hall of Fame Room in the Chiles Center located on the University of Portland Campus. The Chiles Center is located at the intersection of North Portsmouth Ave. and Willamette Blvd.

RFP Contact: Elaine Holt, 503-802-8509.



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

Sub Bids Requested

Broadway Housing

Bid Package #6 - PSU Tenant Build Out Permit
 Approximately 21,000 sf of TI Office and Classroom Space
 Package does not include any MEP work
Bids Due: December 4, 2003 at 2:00 pm
Bid Documents - Precision Image (503/274-2030) or www.bxwa.com



Hoffman Construction Company of Oregon

Phone: (503) 221-8811 - Bid Fax: (503) 221-8888
 805 SW Broadway, Suite 2100 - Portland, OR 97205 - CCB License # 28417
 We are an equal opportunity employer and request sub bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises.
Other Subcontracting Opportunities - Internet <http://www.hoffmancorp.com>

SUB-QUOTES REQUESTED FOR

Oregon Department of Transportation
McLoughlin Blvd. UPPR Bridge #2026A & B Bybee Blvd.

WE ARE SEEKING SUBCONTRACTING BIDS IN THE FOLLOWING AREAS:

- Miscellaneous Metals • Demolition • Trucking • Survey
- Electrical • Traffic Control • Signing & Striping • Paving
- Rebar • Landscaping • Material Supplies

Call for Details

Bid Date: November 20, 2003 at 8:30 a.m. PST

Stacy and Witbeck, Inc.

403 SE Caruthers Street Portland, OR 97214
 Phone (503) 231-5300, FAX (503) 231-6692

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

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

TUALATIN VALLEY CENTERS

ADMINISTRATIVE ASSISTANT
 (32 hrs/wk)

Located in SE Portland this position provides front office support in fast paced clinic providing mental health and addiction services. Heavy phones data entry, filing, greeting clients, collecting co-pays. Requires high school diploma/GED, front office experience preferably in a medical setting. African Americans encouraged to apply.

Interested applicants may fax resumes to 503-690-9605 or mail to: TVC, 14600 NW Cornell Rd, Portland, OR 97229 Attn: Human Resources. Please include in your cover letter the position for which you are applying. To learn more about Tualatin Valley Centers please visit our website at www.tvcenters.org

Equal Opportunity Employer

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: 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.

PUBLIC HEALTH
 • Program Representative 2
 Youth Suicide Prevention Coordinator
 Salary range: \$3,060 - \$4,265/month
 Announcement #LEHS3580 - Portland
 Close Date: December 8, 2003
 To obtain a detailed job announcement 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.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT)
Chief Human Resources Officer
 ODOT seeks a strategic thinker, innovative leader, and multi-faceted HR advisor for this executive-level position in Salem. Align, empower, and inspire a staff of 54 HR professionals to implement strategic vision, direction, and new approaches, while maintaining best practices and process integrity. Negotiable annual salary up to \$92,436, plus competitive benefit package. ODOT is an AA/EEO Employer, committed to building workforce diversity. **For Information**

ACCOUNTING/FINANCIAL
 • Financial Coordinator
 Salary \$3,208 - \$4,476/month
 Announcement #OCOT3276 Salem

COMMUNITY AFFAIRS
 • Project Development Liaison
 Salary \$2,597 - \$3,724/month
 Announcement #OCOT3463 Portland

ENGINEERING/ENVIRONMENTAL
 • Quality Assurance Engineer
 Negotiable annual salary up to \$76,205
 See our ad under "Engineering"
 Announcement #OCOT3703 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.

www.OregonJobs.org

and application packet for Announcement #OCOT3620, contact Anna Sikel at (503) 986-4365, (503) 986-4030 (TTY 986-3854), anna.sikel@odot.state.or.us, or visit www.odot.state.or.us/jobs.

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 opportunities...