# The Portland Observer

# June 30, 2004

# CLASSIFIEDS / BIDS



Request for Proposals, No. P062504: Legal Services

The Housing Authority of Portland (HAP) invites proposals from qualified legal firms and attorneys for provision of legal services for the agency as a whole, including general counsel and counsel regarding employment law, labor law, employee benefits law, procurement and contracting law, landlord/tenant law, real estate and land use law, environmental law, tort litigation, construction contract law, and appellate litigation. Interested parties may address one more of these areas when responding.

HAP is a public corporation serving all of Multnomah County and chartered by the State of Oregon. The mission of HAP is to assure that the people of the community are sheltered.

Interested parties may obtain a copy of the RFP at the Housing Authority of Portland, 135 SW Ash St., 1st Floor, Portland, Oregon 97204, beginning June 25, 2004, from

8:00 AM through 4:30 PM, except on Monday, July 5, 2004, when the office will be closed. To have a copy of the RFP mailed or sent electronically, please contact Jackie Blyn, 503.802.8533 or jackieb@hapdx.org. Proposals are due on July 26, 2004, at 4:00 PM, PT.

HAP encourages disadvantaged, minority-owned, woman-owned and emerging small businesses, SBA Small Disadvantaged Businesses and HAP Resident-owned businesses to propose on this and all HAP projects.

An Optional Pre-Proposal Conference will be held on July 2, 2004 at 1:30 PM in the 5th Floor Periwinkle Room at 135 SW Ash St., Portland, Oregon, 97204.

Questions regarding this project should be directed to Elaine Holt, 503.802.8509.

Elaine Holt, Purchasing Manager Housing Authority of Portland Date of Publication: June 25, 2004

# **ADVERTISEMENT FOR BIDS**

NEW CONCRETE RAMP AT HILLSDALE TERRACE APARTMENTS JOB NO. HDT-05-01-03

Sealed bids will be received at the Housing Authority of Portland (HAP), 4400 NE Broadway, Suite B, Portland, Oregon 97213, until 2:00 pm, Thursday July 29, 2004 for labor and materials for work at Hillsdale Terrace Apartments, 6715-6861 SW 26th Portland, Oregon 97219. Shortly thereafter, bids will be opened and publicly read. The First Tier Subcontractor List, HAP-421, must be received by 4:00 p.m. the same day. No bidder may withdraw their bid after the hour set for opening until after the lapse of sixty (60) days from the bid opening.



WASHINGTON COUNTY

SHELTER TECHNICIAN II \$2,555 - \$3,107 / month Closes July 12, 2004

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

Position: Recruitment No. 04-100

Approximate Annual Salary: \$79,688 - \$106,165

Position Description: The City of Portland, Oregon, is seeking qualified applicants for the position of City Controller. The City Controller is responsible for administering activities of the Accounting Division which oversees citywide accounting operations and reporting for all financial transactions, activities and funds. The position's scope supervising broad. approximately 30 employees at varying levels throughout the organization and involves significant accountability and 97215 www.portlandimpact.org decision making to establish and enforce citywide fiscal policies and practices. Please see the complete job announcement, application requirements and recruitment activity schedule at www.ci.portland.or.us/jobs/ or call Gail Thompson at 503-823-3515. Completed applications must be received by 4:30 p.m. on Friday, July 30, 2004. The City of Portland is



METRO

House Manager, PCPA. \$16.15/ hour, Two PT positions, Deadline July 7, 2004. Onsite coordinator for events at the Performing Arts Center; serves as liaison to promoters, entertainers, the public, and facility personnel. This opportunity is open to First **Opportunity Target Area residents** (Columbia Boulevard on the north; 42nd Avenue on the east; the Banfield Freeway on the south, and North Chautaugua Boulevard on the west), whose total annual income does not exceed \$25,000 as an individual, or \$40,000 for an entire household, for the past 12 months.

To access the complete job announcement and required City Controller, application materials you may visit our website at www.metroregion.org/jobs or you may pick up a complete packet at Metro Human Resources, 600 NE Grand Avenue, Portland. Resumes are not accepted.

AA/EEO Employer

SUN Ext Day Coor. Marshall Assist SUN site mgr w/ext day and family night programs for youth/ families. Supervise in absence of manager. Track students, tutormentor, data mtn, ademic support, organize, develop, train vol, staff, parents. AA/equiv. PT w/benefits \$11.26-\$12.84/hr. Valod ODL/ WDL; Apply at Portland Impact, 4707 SE Hawthrone, Portland, OR **EEO** 

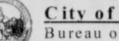


# Racial Hate In The WorkPlace.com

"Racism is still alive in 2004. Tell your story! Everyone has one! Read my story about racial hate in the workplace. http:// www.racialhateintheworkplace.com."

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



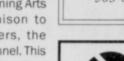
We are an equal opportunity employer and request sub-bids from minority, women, disadvantaged or emerging small business enterprises.

#### **Training and Development Specialist 1** Salary: \$2,664 - \$3,698/month, DOE

Provide education to employees by conducting presentations throughout the state. Announcement #LE040553. Close date is July 9, 2004 at 5 pm.

You can obtain job announcements, which may include test questions, and the State of Oregon application form (PD100) from the local Employment Department, the state website: www.oregonjobs.org, PERS website: www.pers.state.or.us, or by calling PERS Human Resources at (503) 431-8905, TTY (503) 603-7766. Criminal history will be checked prior to hire. EOE/AA

**BOARD OF NURSING** 



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The basic work consists of construction of a new concrete wheelchair ramp down a short hillside. Work also includes new concrete retaining walls, metal railings, painting and landscaping.

Bid Documents are available at the HAP Office noted above. A \$50 deposit for one set and \$20 (twenty) for each additional set is refundable when documents are returned within 10 days after bid opening.

Attendance of bidders is mandatory at a pre-bid tour of the project site noted above at 10:00 am, Tuesday July 6, 2004. Questions posed during the tour, 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 Lewis D. Lyles at 288-5776.

HOUSING AUTHORITY OF PORTLAND

# Multnomah County, Oregon

Bid No: B04-2840 / Opening Date: July 14, 2004

Bid Title: Commercial Door Repair & Related Services On A **Requirements Basis** 

## Pre-Bid Conference: None

Sealed bids will be received until, but not after, 2:00 PM, by Multnomah County Central Procurement and Contract Administration (CPCA), 501 SE Hawthrone, Suite 400, Portland, OR 97214. Bids will be opened and read at 2:15 PM the same day

Each bid must contain a statement whether bidder is a resident bidder, as defined in ORS. 279.029.

Multnomah County may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids if Multnomah County finds it is in the public interest to do so.

Specifications may be Obtained at: Multnomah County CPCA, 501 SE Hawthrone, Suite 400, Portland, OR 97214. Phone (503) 988-5111, FAX (503) 988-3252. Bid list and occasional Bid/RFP downloads are available at web address: http:// www.multcopurch.org.

Multnomah County Central Procurement and Contract Administration

Publish: June 30, 2004

## **High-Tech Career**

\$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 887-6GO-NAVY.

Get the high-tech career you've always wanted, plus a college degree and money to help pay for it, all in the Navy. Must be 17-34 with a H.S. diploma. Call M-F 1An Equal Opportunity Employer.

## PORTLAND PUBLIC SCHOOLS is

seeking a Human Resources Senior Recruiter. For a complete position description, minimum qualifications and applications procedures to www.pps.k12.or.us. Equal Opportunity An Employer...Drug Free/Smoke Free Workplace.

#### Chemeketa Community **College is currently recruiting** for the following positions:

Inst. Specialist, Early Childhood Educ. Program; 50% academic yr assign. \$1,220-\$1719.50/mo. Reg. Assoc. in ECE or related filed: 1 yr. Exp in developmental program setting (additional educ. May substitute for exp.) Submit CCC app. Cvr ltr, resume, 2 ltr of ref. Transcripts, & supp. Application information (see official announcement for details). Closes 7/16/04.

Office Asst. II, Human Resources Dept.; 50%/PT; 872/mo. Reg HS grad or equiv., 2 yrs exp in clerical environment w/public contact; word processing, spreadsheet, and/or comp. Record keeping exp. Pref Bilingual Eng/Spanish. Submit CCC application, cover letter, resume. Closes 7/08/04.

Please contact us at: **Chemeketa Community College Human Resources Department** PO Box 14007 Salem, OR 97309 503-399-5009 www.chemeketa.edu

Chemeketa Community College is an equal opportunity institution, values diversity in its workforce, and is committed to affirmative action; we encourage minorities, women and persons with disabilities to.

Advertise with diversity in Jortland Observer Call 503-288-0033 ids@portlandob server.com

incement listing, State of Oregon. A more complete announcement listing, application forms, and additional job information are available at: 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 offers employees competitive salaries and comprehensive benefits that includes employer paid health insurance; paid holidays, vacation, sick and personal leave; membership in the Public Employees Retirement System(PERS/ www.pers.state.or.us); and opportunities to participate in the Oregon Savings Growth Plans. 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

ing the Oregon Department of Human Services (DHS), the statewide 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

ADMINISTRATIVE SERVICES Principal Executive/Manager E Project Management Office Manager Salary range: \$4,745 - \$6,996/month

Announcement #LEHS4399 - Salem Position closes July 8, 2004 Information Systems Specialist 6

Network Consultant - Servers & Directory Services alary range: \$3,646 - \$5,031/month Announcement #LEHS4392 - Salem Position closes June 29, 2004 · Principal Contributor 2

Legislative & Inter-Governmental Relations Coordinator Salary range: \$3,903 - \$5,486/month Announcement #LEHS4412 - Salen Position closes July 14, 2004

PUBLIC HEALTH/HEALTH SERVICES Principal Executive/Manager F WIC Program Manager alary range: \$4,523 - \$6,659/month

Announcement #LEHS4064A - Portland ation closes July 7, 2004

 Public Health Nurse 2 Community Liaison, OSPHO Salary range: \$3,529 - \$4,921/month Announcement #LEHS4372 - Portland

 Public Health Educator 1 Immunization Health Educator Salary range: \$2,664 - \$3,698/month Announcement #LEHS4395 - Portland Position closes July 1, 2004

 Natural Resource Specialist 3 **Capacity Assessment Program Coordinator** lary range: \$3,208 - \$4,476/mc Announcement #LEHS4396 - Portland

sition closes July 1, 2004 Principal Executive/Manager E **Policy & Planning Manager** 

ary range: \$4,745 - \$6,996/month Announcement #LEHS4388 - Salem ition closes July 6, 2004 Principal Executive/Manager E Food Stamp Program & Medicaid Manager

alary range: \$4,099 - \$6,048/month Announcement #LEHS4409 - Salem Position closes July 6, 2004

To obtain 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.

### PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS)

PERS covers nearly 300,000 members and administers retirement, disability benefits, health insurance and deferred compensation plans statewide.

## Administrative Specialist 1

Salary: \$2,019 - \$2,790/month, DOE Provide administrative assistance by performing initial research on disability benefits; conducting periodic reviews; and preparing invoices for overpaid benefits. Announcement #LE040541. Close date is July 6. 2004 at 5 pm

#### Information Systems Specialist 8 SQL Server Database Administrator Salary: \$4,399 - \$6,072/month

This full-time position is at the State Board of Nursing in Portland. The ccessful candidate will establish database star and support database servers; provide database planning; provide ongoing assistance and support to the agency's licensing database and to other applications, including e-commerce; manage the creation and analysis of queries; support the existing database schema; provide assistance in migration to future schema; train users; and coordinate Trelated projects for the agency. To qualify, candidates must have a minimum of 6 years' professional consultative, technical, or administrative experience providing expert advice and leadership in the planning, development, coordination, and implementation of information systems, including database security, maintenance, optimization, disaster recovery, troubleshooting, physical design, and server configuration settings; and 1 year of experience as a database software programmer or programmer analyst. In-depth knowledge of MS SQL Server and MS Access, with a working knowledge of Windows 2000 or XP, and cross-product experience or knowledge is requir Preference will be given to candidates with expert experience in SQL syntax; experience developing systems/interfaces to meet user needs; and Visual Basic and JavaScript programming. If you qualify, complete a State of Oregon application form and required supplemental materials for Job Announcement #LE040494. Announcement and application materials are available at www.oregonjobs.org. Pos closes on July 9, 2004

#### **OREGON DEPARTMENT** OF TRANSPORTATION (ODOT) Principal Executive/Manager H **Chief Information Officer** Salem, Oregon

Progressive, experienced leader is invited to explore an exciting and challenging career opportunity with ODOTI Serve as a member of the Director's Executive Team. Provide direction and leadership to the Information Systems Division (280 employees); provide leadership in the planning, development, and delivery of information technology services for the Department and other state, county, and city organizations; and contribute significantly to achieving ODOT's goals as a highly visible leader in the organization and in the community. The successful candidate will demonstrate outstanding leadership abilities and communication skills; experience in the development, implementation, and evaluation of strategic organizational goals, plans, and policies; and an ability to develop strong partnerships. ODOT offers a negotiable salary and excellent benefit package. Please see Announcement #OCDT4319 for details. Please contact Human Resources for an application packet, toll-free (866) ODOT-JOBS or email: obs@odot.state.or.us. Comple eceived by 5:00 pm on July 26, 2004. ODOT is an AA/EEO Employer

#### **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

- **Budget Office** Salary \$4,523 - \$6,342/month nt #OCDT4411 Salem
- Accountant 3
- Salary \$3,208 \$4,476/m ent #OCDT4314A
- ADMINISTRATIVE/CLERICAL
- DMV Business Regulations Specialist Salary \$2,208 - \$3,060/mont nt #0CDT4340
- INFORMATION SYSTEMS
- Field Services Technician alary \$3,410 - \$4,703,
- MANAGEMENT/PROFESSIONAL Region Right of Way Manager
- Salary \$4,099 \$6,048/n
- Announcement #OCDT4490 Portland Please see our ad in the classified section of the Oregonian - keyword Management
- · Procurement & Contract Specialist Salary \$3.160 - \$4.525
- Announcement #OCDT4296 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 even facet of our busines

