

# CLASSIFIEDS / BIDS



## Department of Business and Community Services MULTNOMAH COUNTY OREGON An Equal Opportunity Employer

Multnomah County Department of Business and Community Services is seeking a full-time Human Resources Manager to support a department of approximately 850 permanent employees and 800 on-call staff who provide a wide range of diverse services to County employees, business partners, and residents.

This HR Manager will handle a variety of employee relations issues in an organization having diverse lines of business at multiple sites; provide guidance on procedures and policies, labor contract administration, benefits, classification and compensation issues; and collaborate on employee development efforts.

Requirements: Bachelor's degree; six years of professional HR experience; two years of supervisory experience; some labor relations experience. Experience in government/public sector and SPHR / PHR certification are preferred.

Annual salary range: \$58K to \$81K. For more information, including application materials, visit our website at [www.multcojobs.org](http://www.multcojobs.org) or contact Johnette Easter at (503) 807-9402. [Johnette.easter@co.multnomah.or.us](mailto:Johnette.easter@co.multnomah.or.us). Apply by August 27, 2004.



## WASHINGTON COUNTY

**Senior Mental Health Services Coord**  
\$3,889 - \$4,726 / month  
Closes August 13, 2004

**Management Analyst II**  
\$4,188 - \$5,090 / month  
Closes August 13, 2004

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

## Director of Multicultural Programs

Linfield College Portland Campus seeks qualified candidates for full-time Director of Multicultural Programs. Bachelors degree and two years experience in ethnic student services or admissions at college level required; masters preferred. Candidates must be bilingual in Spanish and familiar with Hispanic communities in Oregon. Healthcare related experience desirable. Send letter of application, c.v. and names and phone numbers of three references to Dr. David Groff, Associate Vice President for Academic Affairs, Linfield College, 2255 N.W. Northrup, Portland, OR 97210. Equal opportunity employer.

## Financial Aid Counselor

Linfield College Portland Campus seeks qualified candidates for full-time financial aid counselor. Bachelors degree and one year financial experience required. Candidates must be bilingual in Spanish and familiar with Hispanic communities in Oregon. Send letter of application, c.v. and names and phone numbers of three references to Dr. David Groff, Associate Vice President for Academic Affairs, Linfield College, 2255 N.W. Northrup, Portland, OR 97210. Equal opportunity employer.

## CITY OF WEST LINN STAFF ASSISTANT II

Temporary Position  
20 hours per week

\$13.47 - \$17.51 per hour DOQ. Performs a variety of complex and advanced secretarial and clerical work in direct support of Department Head and staff of the Planning and Building Divisions, which includes front counter/receptionist duties. Position performs varied tasks with a high degree of discretion and independent judgment. Requires the ability to quickly gain considerable knowledge of divisional policies and procedures ensuring that they are complied with and that legal deadlines are met.

The successful candidate will have a high school diploma or GED Certificate and three years of progressively responsible office assistance, record keeping and secretarial work. Requires experience in word processing and spreadsheet software applications. The duration of this appointment will be a maximum of six (6) months. Must pass pre-employment drug screen and background check.

Application packets are available at West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068, or by calling (503) 657-0331 or (503) 657-7845 (TDD). A Letter of Interest and City of West Linn employment application must be received by the Department of Human Resources at West Linn City Hall, no later than 4:00 p.m., Friday, August 13, 2004. (Target start date of September 1, 2004) EEO [www.west-linn.or.us](http://www.west-linn.or.us)



## Girl Scouts

### Resource Clerk

Process mail, copying and print production, inventory, shipping and receiving, and various tasks around the office. Must be able to work independently and with teams and possess both customer-service skills and organizational skills. Physical strength and stamina are essential and include lifting (up to 50#). Need reliable transportation, good driving record. Part-time, @30 hrs/wk @ \$9-\$10/hr + benefits. Closes 8/13/04. Send resume and cover letter to: Girl Scouts HR, PO Box 2427, Lake Oswego, OR 97035-0096, Fax (503) 598-6556. [GwytheJ@Juliette.org](mailto:GwytheJ@Juliette.org). Equal Opportunity Employer. Committed to Diversity.

**Prog Advocate 2:** FT w/ben & 13.21-14.77 hr BS/ or equiv, min 3 yrs of exp in human svcs; responsible for supporting SR and younger adults w/disabilities in living independently as long as is safely possible

**Prog Spec 1-A:** FT w/ben & 11.49-13.13/hr AA or equiv; min 2 yrs exp in human svcs; responsible for providing info, referral, crisis and short-term intervention and assist in the coord of svc delivery to clients who are elderly and/or younger adults w/disabilities

**Prog. Coord Activity 1:** FT w/ben \*11.49-13.13/hr AA or equiv, min 2 yrs exp in human svcs; coord recreational act/ prog to frail, low income SR and/or younger adults w/disabilities

**Program Coord 1- Mentoring:** FT and PT w/ben \$11.49-13.13/hr AA or equiv, min 2 yrs exp in human svcs, social work, or related field; prefer exp working w/low-income families and youth; highly preferred speak and write Spanish. (include references with resume)

Send resume, cover letter and online application to Portland Impact, 7211 SE 62nd Ave, Portland, OR 97206. Online application available on [www.portlandimpact.org](http://www.portlandimpact.org) EOE

## Instructional Specialist-Math,

Tutoring Center, 50% calendar year assign, \$1,220.00- & 1,719.50/mo.; Assoc. degree; Course work in math, and at least one of the following; chemistry, physics and/or electronics; 2 yrs, tutoring exp. In subject area; Ability to tutor students in various levels of subject matter; effective interpersonal comm. Skills; Submit CCC app. Cover letter, resume, 2 ltrs or ref. & transcripts. (see announcements for more info.) Closes 08/13/04

## Library Coordinating Specialist,

Library Services; 100% FT; \$2,033.00/mo; Req. HS grad/ GED; College courses in human relations, interpersonal communication, office management, library science, general liberal arts ed, or specialized coursework in library science, customer relations; 3 yrs. Library exp. In integrated, automated environment; 1 yr. circulation exp.; Exp. Using Windows applications and complex library computer systems. Prefer Bi-lingual/Bicultural; Submit CCC app., cover letter, resume, 2 ltrs. Of ref. (see announcement for more info.) Closes 8/13/04

## Project Specialist, Training and

Economic Dev. Center; 100% FT; \$3,092.00/mo. Reg. BA or equiv. In business, education, or related field; Prefer Bi-lingual; Submit CCC app., cover letter, resume, 2ltr. Of ref., & supp. App. (see announcement for more info.) closes 08/20/04

Please contact us at:  
**Chemeketa Community College**  
Human Resources Department  
PO Box 14007  
Salem, OR 97309  
503-339-5009  
[www.chemeketa.edu](http://www.chemeketa.edu)

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



## PARKING FACILITY Operator

Immediate full time 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 12:00-12:30PM, Mon, Wed & Thurs at City Center Parking  
130 SW Stark, Portland.

\$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

## Cascade AIDS Project

is seeking a Housing Services Coordinator. **Responsibilities:** meet and screen clients for emergency hsg, coordinate hsg selection and placement process, lead role in completing all hsg data collection, evaluating and reporting. **Requirements:** BS w/four+ yrs exp in social services; or equiv. Must have exclnt organizational and record keeping skills, exclnt communication skills, work effectively with diverse populations. **Preferred:** Master's degree in health and human services w/two+ years exp; strong bilingual skills (Spanish/English). **Compensation:** Bachelor's degree - \$27,000-\$34,750; Master's degree \$29,500 - \$37,250; plus generous benefits. To view a more detailed job posting go to [www.cascadeaids.org](http://www.cascadeaids.org). Send resume/cover letter to Cascade AIDS Project, Attn: Housing, 620 SW 5th Ave., Ste 300, Portland, OR 97204 or fax to 503-223-7087.

## MANUFACTURING

Columbia Structural Tubing, an Oregon Steel Mills Company, has immediate openings for the following positions at its Portland, Oregon location:

### Industrial Electrician

This position requires an Oregon Limited Journeyman Manufacturing Plant Electrician License, 5 years' experience as an Electrician, experience with and extensive knowledge of instrumentation; troubleshooting AC and DC systems in a heavy industrial environment and with overhead cranes; and a working knowledge of programmer controllers and variable speed drives. Starting pay is \$22.00 per hour. Must be willing to work day or swing shift.

### Production/Warehouse

These fast-paced heavy manufacturing positions include machine operation and warehousing activities. Candidates must be able to work safely in a metal processing environment, demonstrate strong team skills and have a high level of mechanical aptitude. Other skills that are beneficial include forklift operation, overhead crane operation, welding, and practical knowledge of the use of general hand tools. Must be willing to work day or swing shift.

Applications can be completed Monday through Friday, 10am to 2pm, at Columbia Structural Tubing, 8735 N Harborside Street, Portland, OR 97203. No telephone calls please. An ADA/Equal/Affirmative Action Employer.

## HUMAN RESOURCES SPECIALIST

Performs a wide variety of personnel related assignments particularly in the areas of recruitment and training. Requires considerable knowledge and experience in personnel administration, equal employment opportunity laws, and legal selection processes. Also requires the ability to design and deliver effective training programs for employees. Salary range: \$40,266 - \$52,438. Applications can be obtained by coming in, calling 503-588-2424, or online at [www.cherriots.org](http://www.cherriots.org). Submit completed application and supplemental questionnaire no later than 4:30 p.m. August 27, 2004. Submit to Human Resources Division, Salem Area Mass Transit District, 555 Court St. NE, Suite 5230, Salem, OR 97301-3736.

An Equal Opportunity Employer

## SERVICE WORKER

Salem Area Mass Transit is seeking a Service Worker to clean District vehicles and facilities and perform routine maintenance on District equipment, buildings, bus stop signs and bus shelters. Starting wage \$12.76 per hour. Come in or call 503-588-2424 to obtain official application form and detailed recruitment announcement. Application materials may be downloaded from our website: [www.cherriots.org](http://www.cherriots.org). Submit completed application form by 4:30 p.m., August 20, 2004, to Salem Area Mass Transit District, Human Resources Division, 555 Court St., NE, Suite 5230, Salem, OR 97301-3736.

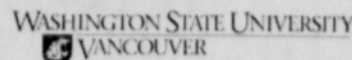
An Equal Opportunity Employer.

FT Administrative Assistant needed for nonprofit affordable housing organization. Operate the reception area, answer phones, maintain confidential resident information, and work collaboratively with all departments. Maintain office equipment and order supplies. Experience with WORD, EXCEL and ACCESS required as is an ability to handle multiple projects at once. Bilingual English/Spanish helpful. Please send cover letter and resume to Susan Barrett by 8/11/04. NO CALLS OR WALK INS. [susan@pcrhome.org](mailto:susan@pcrhome.org); fax#503-288-2891; PCRI, 4829 NE MLK, Portland, OR 97211. Competitive salary and benefits provided.

## ADMINISTRATIVE SECRETARY

Performs secretarial work and administrative assignments in support of the General Manager, the Board of Directors, and the Executive Assistant. Position requires: considerable skill in using Window based word processing, spread sheet, and PowerPoint applications; considerable skill in transcribing taped meeting minutes and ability to take sufficient notes at a meeting to prepare an accurate record of events; thorough knowledge of business English, spelling, and punctuation. Starting wage \$15.91 per hour. Come in or call 503-588-2424 to obtain official application form and detailed recruitment announcement. Application materials may be downloaded from website at [www.cherriots.org](http://www.cherriots.org). Completed application form must be received by 4:30 p.m., August 20, 2004, at Salem Area Mass Transit District, Human Resources Division, 555 Court St., NE, Suite 5230, Salem, OR 97301-3736.

An Equal Opportunity Employer.



## Campus Communications Coordinator

Washington State University Vancouver is seeking applicants for Campus Communications Coordinator. Primary responsibilities include proactive development and execution of a comprehensive communications strategy; marketing and communications activities in support of campus advancement and campus wide priorities; establish and maintain media relations, develop, write, edit and oversee production of publications; utilize electronic communications technology such as web and e-mail; create and complete special projects. Minimum qualifications and application procedures available at WSU Vancouver's website: [vancouver.wsu.edu/adm/hrs/adminpro.htm](http://vancouver.wsu.edu/adm/hrs/adminpro.htm). Starting salary \$35,000-\$40,000 depending on experience. Applications must be received by 5:00pm on August 11, 2004. WSU is an affirmative action/equal opportunity employer.

## Sub Bid Requested

WAYNE L. MORSE US COURTHOUSE  
EUGENE, OREGON  
BID PACKAGE NO. 9 - BUILDING FINISHES  
BID DATE: AUGUST 12, 2004 AT 3:00 PM  
PRE-BID CONFERENCE: JULY 29, 2004 AT 10:00 AM  
LOCAL 290 TRAINING CENTER  
2861 PIERCE PARKWAY, SPRINGFIELD, OREGON



J.E. DUNN NORTHWEST, INC.  
437 N. COLUMBIA BLVD., PORTLAND, OREGON 97217  
Phone (503) 978-0800  
Fax (503) 978-1031 • CCB#84045

We are an equal opportunity employer and actively seek participation from Small, Small Disadvantaged, Minority, Women-Owned, HUB Zone, Service Disabled Veteran-Owned, and Veteran-Owned Business Concerns.

## Sub-Subcontract & Supplier Bids Requested

Bid Package #2, Bid Item #3 - Steel  
Oregon State Public Training Academy - Salem, OR

Bid Due: August 5, 2004 at 12:00 Noon

## FABRICATION PRODUCTS, INC.

Bid Phone: 360-696-1324 Bid Fax: 360-695-4198  
4201 NE Minnehaha Street - Vancouver, WA 98661  
CCB #62195

We are an equal opportunity employer and request sub-subcontractor/supplier bids from all interested firms including disadvantaged, minority, woman, disabled veterans and emerging small business enterprises.

## ADVERTISEMENT FOR BID

Sealed bids for the OSU Environmental Health Services Annex Building Drum Storage Addition Project will be received by the Oregon State Board of Higher Education until 2:00 PM local time, August 24, 2004. Bids will be opened and publicly read aloud on August 25, 2004 at 2:00 PM local time. All bidders must be registered with the Construction Contractor's Board. This is an Affirmative Action project.

Additional information may be obtained by contacting Procurement and Construction Contracting, 644 SW 13th Street, Corvallis, Oregon 97333-4238 or telephone 541-737-9635.

## Public Notice

Dept of Public Safety Standards & Training (DPSST)  
Oregon State Public Training Academy  
M/W/ESB Outreach Meeting: August 11, 2004 at 9:00am

Hoffman Construction Company of Oregon invites all interested firms to attend an M/W/ESB Outreach Meeting to discuss contracting opportunities for minority-owned, women-owned, and emerging small business related to the DPSST Oregon State Public Training Academy project. The meeting will provide valuable information concerning, but not limited to: 15% m/w/esb contracting goal; potential m/w/esb opportunities; matchmaking and networking opportunities; good faith effort documentation; OAR requirements; bonding and insurance requirements; and resource referrals. The meeting is intended for m/w/esb and non-m/w/esb firms.

The meeting will be held at 9:00am August 11, 2004 at the Oregon State Public Training Academy jobsite located at 4100 Aumsville Hwy SE, Salem, Oregon 97301 and will precede the scheduled 10:30am pre-bid meeting/site visit for Bid Package #4 (All Work). All bidders are strongly encouraged to attend both meetings. For additional information on these meetings, please contact Jon Grisle (503/221-8878 or email [JON.GRASLE@HOFFMANCORP.COM](mailto:JON.GRASLE@HOFFMANCORP.COM)).

We are an equal opportunity employer and request bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises. CCB License # 28417.

Advertise with diversity in  
The Portland Observer

Call 503-288-0033 [ads@portlandobserver.com](mailto:ads@portlandobserver.com)