

CLASSIFIEDS / BIDS

Business Development Coordinator

Tonkon Torp LLP, a 70 attorneys, downtown Portland business law firm, has an opening for a Business Development Coordinator. This entry-level position requires flexibility to multi-task; ability to keep tasks and files organized; and the ability to work under pressure. Under the guidance of the Business Development Manager, the Coordinator will draft press releases, attorney biographies, and other web site material; prepare basic client proposal materials; assist in planning and conducting seminars and other client events, update Firm web site and assist with research assignments. The ideal candidate will have a degree in marketing or journalism, be proficient in Microsoft Office applications and be an enthusiastic self-starter. One to two years of professional experience desirable but not essential.

We offer a competitive compensation package and collegial work environment. We are committed to creating a diverse work environment and are proud to be an equal opportunity employer. If you possess the required qualifications, please send cover letter and resume to: Human Resources, Tonkon Torp LLP, 888 SW 5th Avenue, Suite 1600, Portland, OR 97204; fax: (503) 972-7413; email: HR@tonkon.com.

Paralegal

Tonkon Torp LLP, a full-service downtown Portland business law firm seeks a litigation paralegal to join our team. Responsibilities include, but are not limited to, document management, assembly of documents, case file management, trial preparation and research. Ideal candidate will possess a professional attitude and appearance. We are seeking a fast learner who thrives on attention to detail, is a self-starter, responsive and team oriented. Strong organizational, multi-tasking and communication skills are required. Tonkon Torp offers competitive salary, excellent benefits and collegial work environment. We are committed to creating diverse work environment and are proud to be an equal opportunity employer. If you possess the required qualifications, please send your cover letter and resume to: Human Resources, Tonkon Torp LLP, 888 SW Fifth Avenue, Suite 1600, Portland, OR 97204; fax: (503) 972-7413; email: HR@tonkon.com.

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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



LIFEWORKS NORTHWEST

Children's Therapist (20 hrs/wk)

This position works in residential setting in a program for African American women and children (ages 0 - 3) who are in recovery. Provides mental health assessments and individual therapy for children in the program. Requires MA, prior experience working with children of chemically dependent parents. Experience working with 0 - 3 yr olds preferred.

Residential Care Facilitator (On-call)

Project Network is a program for primarily African American women in recovery who are with their small children. This position is responsible for providing support, facilitating activities and acting as a liaison with clinical staff. Candidates must be able to set boundaries, pass a criminal background check and be able to work evenings and weekends.

Recovery Mentor Project Network

Project Network is a residential program with a focus on the African American community for women in recovery who are with their small children. This position is responsible for providing support, facilitating activities, acting as a liaison with our clinical staff, taking client to appointments, providing advocacy for clients and doing documentation as required. Candidates must be able to set boundaries, pass a criminal background check, have a valid drivers license and insurance, if in recovery have 2 yrs clean and sober and the ability to work occasional evenings/weekends. Applicants of color are encouraged to apply.

Interested applicants may submit resumes with cover letters via e-mail at: hr@lifeworksnw.org; fax: 503-690-9605 or mail to: LifeWorks NW, 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 LifeWorks NW please visit our web site at www.lifeworksnw.org.

Equal Opportunity Employer



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.

LEATHERMAN

Supplier/Production Scheduler

Leatherman Tool Group, Inc, a rapidly growing manufacturer of high quality compact tools, is seeking a Supplier/Production Scheduler. Supplier/Production Schedulers coordinates the movement and processing of parts through the manufacturing process. The Supplier/Production Scheduler identifies and communicates requirements, priorities, and shortfalls in Inventory/WIP with all levels of management, and with outside suppliers, to ensure a smooth and accurate flow of materials in support of the Master Production Schedule. Duties include analyzing MRP requirements to determine, publish, and coordinate release of material and components out of the Stockroom to meet lead time and batch size requirements of specific manufacturing operations. Update production and inventory control system. Develops spreadsheets, charts and reports on inventory and schedule performance. Troubleshoots and initiates action to resolve discrepancies in paperwork or system information.

Successful candidates will have Assoc Degree in Business, Economics, Accounting, or Math preferred or equivalent experience. Excellent written and oral communication required as well as good time management and computer skills including spreadsheets. We offer excellent benefits, a competitive salary, and a team work environment. Equal Opportunity Employer. Pre-employment drug and alcohol testing. Please submit a resume and cover letter listing the title of the position you're applying for to jobs@leatherman.com or fax to 503-253-7830 or mail to

LEATHERMAN TOOL GROUP, INC.
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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

PUBLIC NOTICE

The City of Portland proposes to amend its Consolidated Plan 2000-2005 and 2004-2005 Action Plan as follows:

- Amend the Consolidated Plan 2000-2005 and the Action Plan 2004-2005 to include the Fall 2004 Community Initiatives. Community Initiative grants to serve low and moderate income residents have been awarded to the following public service (PS), public facility (PF), planning (P) and economic development (ED) projects; **BEACH ELEMENTARY SCHOOL** To provide new playground equipment for the Inner N/NE school (\$8,579) (PF); **CHESS FOR SUCCESS** To expand after-school chess program in North Portland. (\$12,000) (PS); **CHILDREN'S JUSTICE ALLIANCE** To provide for the Parent/Child Literacy Connection program to improve literacy skills and establish a culture of reading in North Portland. (\$12,000) (PS); **COMMUNITY CYCLING CENTER** To support the Bike Mechanic Apprenticeship Program for Inner N/NE Portland. (\$12,000) (PS); **COMMUNITY OF WRITERS** To support the city-wide Wordstock Book Fair School Outreach Project, an in-school writing program. (\$12,000) (PS); **HUMAN SOLUTIONS** To support the CRAFT Program that promotes self-sufficiency for victims of domestic violence in East/Outer SE Portland. (\$12,000) (PS); **IMMIGRANT & REFUGEE COMMUNITY ORGANIZATION (IRCO)** To support the financial and economic education for immigrants city-wide. (\$11,621) (PS) **INCIGHT COMPANY**. To support the city-wide Empowerment Skills Program. (\$12,000) (PS); **OREGON MICROENTERPRISE NETWORK** To encourage the city-wide training and tradeshow participation for low income micro-entrepreneurs. (\$ 6,000) (ED).
- Amend the Action Plan FY 2004-2005 to reflect that the City of Portland was awarded a Lead Grant renewal in the amount of \$3,000,000. The funds will be contracted to the Portland Development Commission for lead hazard reduction in Multnomah County, Clackamas County, Washington County, and Clark County, Washington.
- Amend the Action Plan FY 2004-2005 to add new activity: Contract with Street Roots in the amount of \$20,000 (CDBG). The funding will be used to rehab new office space large enough to allow Street Roots, a community newspaper covering issues concerning homelessness, to hire one additional worker at a living wage job. Benefit: job creation.

For further information or to comment on these proposed amendments, contact Beth Kaye by mail, phone or email at Bureau of Housing and Community Development, 421 SW 6th, Suite 1100, Portland, OR 97204, 503-823-2388, bkaye@cl.portland.or.us by May 22, 2005.

Affordable Quality Retirement Living for Seniors 62 years and older

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503-240-4198

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- Studio & One-Bedroom Apartments
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- No Buy-In or Application Fees
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- Ideal urban location near shopping, bus lines, restaurants, and much more!

SUB BIDS REQUESTED

Oregon Men's Prison Madras, Oregon

Bid Package #1 - Early Site Work

Pre-Bid Meeting: April 25, 2005 at 11:00am

Bids Due: May 10, 2005 at 2:00pm

Bid Documents - Willamette Print & Blueprint (503/223-5011) or www.bxwa.com



Hoffman Construction Company Of Washington of Oregon

Phone: (503) 221-8811 - Bid Fax: (503) 221-8888
805 SW Broadway, Suite 2100 - Portland, OR 97205 - CCB LIC# 287417

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>

NE Portland Room for Rent

Spacious, good locn, w/bath, private entry, no smoking/pets. Seeking male, professional/full-time student, as roommate.
\$450/mo inc. util., cable & internet. 503-449-5065

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 offers employees competitive salaries and comprehensive benefits that includes employer paid health insurance, paid holidays, vacation, sick and personal leave; membership in the Oregon Public Service Retirement Plan (OPSRP); 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 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.

HEALTH SERVICES

- Public Health Engineer 2**
Regional Health Assistant
Salary range: \$2,790 - \$3,875/month
Announcement #LEHS5195 - Portland
Position closes April 19, 2005
- Program Technician 2**
Public Health Preparedness Training Specialist
Salary range: \$3,208 - \$4,476/month
Announcement #LEHS5036A - Portland
Position closes April 19, 2005
- Microbiologist 2**
Microbiologist
Salary range: \$2,664 - \$3,698/month
Announcement #LEHS5213 - Portland
Position closes April 28, 2005
- Compliance Specialist 2**
Prehospital Standards Representative
Salary range: \$2,925 - \$4,065/month
Announcement #LEHS5212 - Portland
Position closes May 5, 2005
- Principal Contributor 1**
Health System Liaison
Salary range: \$3,546 - \$4,978/month
Announcement #LEHS5210 - Portland
Position closes May 10, 2005
- CHILDREN, ADULTS & FAMILIES**
- Principal Executive/Manager C**
Child Welfare Program Supervisor
Salary range: \$3,223 - \$4,745/month
Announcement #LEHS2359 - Ontario
Position closes April 22, 2005

- Research Analyst 2**
Medicaid Infrastructure Grant
Research Analyst
Salary range: \$2,546 - \$3,529/month
Announcement #LEHS5205 - Salem
Position closes April 25, 2005
- Program Technician**
Medicaid Infrastructure Grant
Program Technician
Salary range: \$3,208 - \$4,476/month
Announcement #LEHS5209 - Salem
Position closes April 27, 2005
- Principal Executive/Manager C**
Medicaid Infrastructure Grant
Project Manager
Salary range: \$3,223 - \$4,745/month
Announcement #LEHS5208 - Salem
Position closes April 27, 2005
- FINANCE & POLICY ANALYST**
- Research Analyst 3**
Research Analyst
Salary range: \$3,080 - \$4,265/month
Announcement #LEHS5202 - Salem
Position closes April 22, 2005
- Principal Executive/Manager D**
Actuarial Services Manager
Salary range: \$3,720 - \$5,486/month
Announcement #LEHS5203 - Salem
Position closes April 29, 2005

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.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT)

ODOT People drive Oregon's Department of Transportation. If great benefits, a professional work environment, job innovation, and career growth opportunity drive you, then come to ODOT. Current recruitments include:

ACCOUNTING/ FINANCIAL

- Agreements Specialist**
Salary \$3,160 - \$4,525/month
Announcement #OCDT5041 - Salem
Portland & Ashland
- Contract Coordinator**
Salary \$3,208 - \$4,476/month
Announcement #OCDT46398 - Salem

ADMINISTRATIVE/ CLERICAL

- Transportation Data Section Key Contact**
Salary \$2,019 - \$2,790/month
Announcement #OCDT5134 - Salem

CUSTOMER SERVICE/ENFORCEMENT

- Field Permit Analyst**
Salary \$2,207 - \$3,061/month
Announcement #OCDT5065
Portland & Ashland
- Motor Carrier Enforcement Officer**
Salary \$2,208 - \$3,060/month
Announcement #OCDT5068 - Burns

ENGINEERING/ ENVIRONMENTAL

- Inspector**
Salary \$2,357 - \$3,375/month
Announcement #OCDT5089 - Portland
- Jr. Laboratory Technician**
Salary \$1,888 - \$2,645/month
Announcement #OCDT5006A - Salem
- Transportation Engineer 1**
Bituminous Crew Leader
Salary \$3,160 - \$4,525/month
Announcement #OCDT5018 - Salem
- Transportation Engineer 3**
Bridge System Engineer
Negotiable Annual Equivalent Salary up to \$72,840
Announcement #OCDT4903A - Salem
- Senior Right-of-Way Agent**
Salary \$3,486 - \$4,991/month
Announcement #OCDT5034A
- Assistant Project Manager**
Salary \$3,681 - \$5,242/month
Announcement #OCDT5182 - Hermiston
- Inspector/Surveyor**
Salary \$2,728 - \$3,911/month
Announcement #OCDT5042

PROGRAM MANAGEMENT

- Driver Control Programs Coordinator**
Salary \$2,664 - \$3,698/month
Announcement #OCDT5238 - Salem
- Project Delivery Training Program Manager**
Salary \$3,180 - \$4,525/month
Announcement #OCDT5019 - Salem
- OTIA Administrative Manager**
Salary \$3,546 - \$4,978/month
Announcement #OCDT5016 - Salem

PROJECT MANAGEMENT/PLANNING

- Bridge Delivery Region Liaison**
Salary \$3,486 - \$4,991/month
Announcement #OCDT5017 - Salem

Working @ ODOT. The Way to Go. Detailed job announcements include qualifications, requirements, and instructions on how to apply for these jobs. Go to www.odot.state.or.us/jobs for a complete copy or call 503-986-4030 (TTY 503-986-3854) to request by mail. ODOT is proud to operate as an equal opportunity, affirmative action employer. Announcements will be made available in alternate format upon request: (503) 378-6202, TTY 1-800-993-8898.