

# CLASSIFIEDS/BIDS



Program Manager

Ensure quality GS program is delivered to girls. Requires event and volunteer management skills, experience working with diverse populations, skills in cultivating partnerships with other organizations and ability to communicate effectively. Qualifications: BA/BS or equivalent in education and/or experience in event and volunteer management. Need reliable transportation, ability to work flexible hours. FT @ \$30K +benefits. Closes 10/21/05. See website or call HR at 503.598.6513 for more info. To apply, forward a completed GS employment application [found on website [www.GirlScoutsCRC.org](http://www.GirlScoutsCRC.org)] to PO Box 2427, Lake Oswego, OR 97035. Fax: 503.598.6556. Equal Opportunity Employer Committed to Diversity.

### Senior Management Analyst

The Senior Management Analyst for the Independent Police Review Division (IPR) within the City of Portland Auditor's Office is responsible for designing and conducting research that results in policy and procedural recommendations. Duties include serving as project manager for the internal database utilized to extract and analyze data and conducting literature and best practice reviews to help the Police Bureau and IPR to improve services to the public. Additional duties include researching and coordinating administrative or organizational studies; identifying and recommending improvements to address program related trends or issues regarding the implementation of regulations and internal efficiencies and presenting research recommendations effectively both orally and in writing. The Senior Management Analyst is expected to carry out their individual responsibilities with initiative, independence and creativity while exercising sound professional judgment and problem-solving skills. Approximate Monthly Salary: \$4,633- \$6,186

Application deadline is 4:30 pm, Monday, October 31, 2005

To learn more about this position, or to apply online, visit our website at [www.ci.portland.or.us/jobs/](http://www.ci.portland.or.us/jobs/) or pickup an application at 1120 SW 5th Ave. Portland, Oregon 97204



### Associate Planner

\$4,017 - \$4,882 / month  
Closes October 21, 2005

### Cartographer II

\$3,216 - \$3,910 / month  
Closes October 28, 2005

### Juvenile Counselor I - Harkins House

\$3,297 - \$4,007 / month  
Closes October 28, 2005

### Senior Administrative Specialist

\$2,773 - \$3,373 / month  
Closes October 28, 2005

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



### METRO

**Utility Maintenance, Oregon**  
Convention Center. \$16.56/hour, FT, Deadline: 10/26/05. Performs semi-skilled work in a variety of construction, maintenance and operational functions including carpentry, painting and general maintenance. 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 Chautauqua 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 application materials visit our website at [www.metro-region.org/jobs/](http://www.metro-region.org/jobs/) or pick up a complete packet at Metro Human Resources, 600 NE Grand Avenue, Portland. Resumes are not accepted.

AA/EEO Employer

### Accountant

#### Meyer Memorial Trust

Meyer Memorial Trust, a private foundation dedicated to improving the quality of life in Oregon and Southwest Washington, seeks an experienced finance team member with a commitment to excellence. Responsibilities include financial statements, general ledger, accounts payable, reconciliations, and account analysis.

**Qualified** candidate must have BS in Accounting and four years of accounting experience. Individual must have strong computer skills and advanced knowledge of Excel. Must also be detail oriented, organized, and have solid communication and analytical skills. Send succinct letter of interest with resume to: [accounting@mmt.org](mailto:accounting@mmt.org)

Applications due October 19, 2005. E-mail only; no phone calls please. Learn more about the Trust at [www.mmt.org](http://www.mmt.org)

#### Rider Advocates Northeast Coalition of Neighborhoods, Inc. (NECN)

The Rider Advocate will assist Tri-Met operators and customers in maintaining a pleasant riding environment. Previous experience in working with diverse groups preferred, knowledgeable as related to Inner North/Northeast Portland, and preferably bilingual (English/Spanish) or multilingual. Full-time, 2:00 p.m. to 10:00 p.m., \$15.00 hr. Benefits offered after 3 months satisfactory employment. Resumes are not accepted in lieu of a completed NECN application. No phone calls please. Apply in person at NECN, 4815 N.E. 7th, Portland, before 5:00 p.m., October 20, 2005.

#### Minority w/Million \$ Mind?

Sow action to reap \$\$\$ results.  
2-min msg: 800-366-1375 X2316  
[ExtremeHighIncome.com](http://ExtremeHighIncome.com)

### Technical Support Supervisor

The Technical Support Supervisor is responsible for planning, prioritizing, assigning and managing the work of the Technical Support Staff in multiple locations throughout the City. Duties include establishing schedules and methods for providing information systems support; serving as project manager on assigned implementation projects related to technical support, participating in the development of policies and procedures; monitoring work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing policies and procedures; and perform some of the most technical and complex tasks of the work unit. Additional duties include supervising the Technical Support section, recommending the selection of assigned information systems staff and working with employees to ensure quality customer service. Approximate Monthly Salary: \$5,489- \$7,315

Application deadline is 4:30 pm, Monday, October 31, 2005

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### 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.  
Drugtest/Background check  
Apply 12:00-1:00PM, Mon, Wed, Thurs & Fri;  
3:00 - 4:00PM Tues.  
City Center Parking,  
130 SW Stark, Portland.

Advertise with diversity in  
The Portland Observer

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](http://www.portlandonline.com/omf/purchasing)



### City of Portland Bureau of Purchases

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

## SUBCONTRACTOR BIDS REQUESTED

City of Portland - Aerial Tram Project



### Kiewit Pacific Co.

503-227-5763  
Bruce Patterson, Project Manager  
CCB No. 63471

Bid Documents Available at  
Willamette Blue Print [www.wbprint.com](http://www.wbprint.com)  
3461 NW Yeon Ave. 503-223-5011 &  
OAME Plan Center. 4134 N Vancouver Ave. 503-249-7744

For more information [www.kiewit.com/patp](http://www.kiewit.com/patp) or [www.portlandtram.com](http://www.portlandtram.com)

### We are releasing packages on website for:

- Metal Decking on 10/21
- Building Finishes on 10/21
- Site Utilities on 10/24

Kiewit is seeking to develop new subcontracting partnerships and encourages minorities, women and emerging small businesses to bid this project.

MWESB Project Coordinator, FM Burch and Associates,  
503-735-9455 or 503-936-6898

## SUB BIDS REQUESTED

### Willamette University Kaneko Common

Bid Package #2 - Final Build Out  
Pre-Bid Meeting: October 24, 2005 at 1:30pm  
Fire Protection Bids Due: October 27, 2005 at 2:00pm  
All Other Bids Due: November 3, 2005 at 2:00pm  
Bid Documents - Precision Images (503/274-2030) or [www.bxwa.com](http://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>



### UNIVERSITY OF OREGON

#### Materials Science Institute Officer of Administration Position Announcement

The Materials Science Institute is currently recruiting for a Full Time (1.0 FTE) Assistant Director, Internship/Master's Program (Officer of Administration)

The person filling this position will coordinate all aspects of administration of the Materials Science Institute Master's/Internship programs in Semiconductor Device Processing, Polymers and Coatings, and Organic/Organometallic Synthesis.

Salary range: \$50,000-\$65,000

#### Duties Include:

- Recruiting students, designing brochures, web pages, posters, conducting recruiting seminars, publicize programs.
- Recruiting new company partners, develop corporate relations, plan and host industry appreciation events
- Publicize Programs
- Identify new funding opportunities to support graduate education, administration of grants and fellowships from industry and government. Write grant proposals, participate in cultivation activities to secure corporate funding.

#### Preferred Background:

- Familiarity with Higher Education Programs
- Background in marketing, physical sciences or engineering
- Bachelor's Degree required, Master's preferred
- Superior written and communication skills
- Experience working with large groups
- Highly developed personal interaction skills
- Computer skills including web site development, desktop publishing, data management, graphic design
- We invite applications from candidates with a demonstrated commitment to creating a more inclusive and diverse institution and seek candidates with demonstrated commitment to achieving that goal.

To apply send a letter of application, resume, and contact information for three references to: Lucy Biggs, Materials Science Institute, 1252 University of Oregon, Eugene OR 97403.

For earliest consideration, submit your application by October 28, 2005. The position is open until filled. The University of Oregon is an AA/EO/ADA institution committed to cultural diversity.

### 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](http://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 ADMINISTRATIVE SERVICES

- Principal Executive/Manager C Project Manager**  
Salary: \$3,794 - \$5,596/month  
Announcement #LEHS5487A Salem  
Position closes October 18, 2005
- Operations & Policy Analyst 3 Requirements Coordinator**  
Salary: \$3,617 - \$5,078/month  
Announcement #LEHS5543 Salem  
Position closes October 21, 2005
- Information Systems Specialist 6 Senior Systems Analyst - Limited-Duration**  
Salary: \$3,719 - \$5,132/month  
Announcement #LEHS5548 Portland  
Position closes October 24, 2005
- Information Systems Specialist 6 Senior Systems Analyst - Limited-Duration**  
Salary: \$3,719 - \$5,132/month  
Announcement #LEHS5547 Portland  
Position closes October 24, 2005
- Information Systems Specialist 7 Senior Systems Analyst - Limited-Duration**  
Salary: \$4,119 - \$5,681/month  
Announcement #LEHS5546 Portland  
Position closes October 24, 2005
- Information Systems Specialist 5 Systems Analyst - Limited-Duration**  
Salary: \$3,478 - \$4,797/month  
Announcement #LEHS5552 Salem  
Position closes October 27, 2005
- Information Systems Specialist 6 Computer Center Support Analyst**  
Salary: \$3,719 - \$5,132/month  
Announcement #LEHS5551 Salem  
Position closes October 27, 2005
- Information Systems Specialist 6 Systems Analyst - Limited-Duration**  
Salary: \$3,719 - \$5,132/month  
Announcement #LEHS5521A Salem  
Position closes October 27, 2005

#### Information Systems Specialist 6 Systems Analyst/QC Analyst

- Salary: \$3,719 - \$5,132/month  
Announcement #LEHS5522A Salem  
Position closes October 27, 2005
- Information Systems Specialist 6 Senior Systems Analyst - Limited-Duration**  
Salary: \$3,719 - \$5,132/month  
Announcement #LEHS5523A Salem  
Position closes October 27, 2005
- Information Systems Specialist 7 Senior Systems Analyst/QC - Limited-Duration**  
Salary: \$4,119 - \$5,681/month  
Announcement #LEHS5524A Salem  
Position closes October 27, 2005
- Information Systems Specialist 6 Senior Systems Analyst - Primary Java Developer**  
Salary: \$3,719 - \$5,132/month  
Announcement #LEHS5370B Portland  
Position closes October 28, 2005

#### HEALTH SERVICES

- Principal Contributor 1 Patient Safety & Research Lead**  
Salary: \$3,617 - \$5,078/month  
Announcement #LEHS5428A Portland  
Position closes October 21, 2005
- Public Health Nurse 2 Early Childhood Nurse**  
Salary: \$3,529 - \$4,921/month  
Announcement #LEHS5545 Portland  
Position closes October 24, 2005
- Principal Contributor 1 Health Alert Network (HAN) Project Manager**  
Salary: \$3,617 - \$5,078/month  
Announcement #LEHS5540A Portland  
Position closes October 26, 2005
- Principal Contributor 2 Medical Health Physicist**  
Salary: \$3,981 - \$5,596/month  
Announcement #LEHS5549 Portland  
Position closes October 27, 2005

#### CHILDREN, ADULTS & FAMILIES

- Principal Executive/Manager G Human Services Delivery Area Manager**  
Salary: \$5,334 - \$7,857/month  
Announcement #LEHS5501 Salem  
Position closes October 21, 2005

#### PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) - Tigard

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

#### Human Resource Analyst 3

Provide professional, human resource expertise to the management and staff of PERS.  
Salary: \$3,617 - \$5,078/month  
Announcement #LE050631  
Close Date: October 26, 2005

#### 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:

#### ADMINISTRATIVE/CLERICAL

- Natural Resources Admin Specialist**  
Salary \$2,069 - \$2,846/month  
Announcement #OCOT5992 Salem

#### ENGINEERING/ENVIRONMENTAL

- Survey Technician**  
Salary \$2,783 - \$3,989/month  
Announcement #OCOT5801A White City
- Senior Drafter**  
Salary \$2,783 - \$3,989/month  
Announcement #OCOT5922 Roseburg
- Traffic Analyst**  
Salary \$3,223 - \$4,616/month  
Announcement #OCOT5805 White City
- Assistant Project Manager**  
Salary \$3,734 - \$5,347/month  
Announcement #OCOT5964 Corvallis
- Inspector**  
Salary \$2,922 - \$4,183/month  
Announcement #OCOT5959 Springfield
- Quality Control Compliance Specialist**  
Salary \$2,922 - \$4,183/month  
Announcement #OCOT5965 Springfield
- Survey Crew Leader**  
Salary \$2,922 - \$4,183/month  
Announcement #OCOT5966 Salem

#### MANAGEMENT/PROFESSIONAL

- Traffic Systems Service Unit Manager**  
Salary \$3,794 - \$5,596/month  
Announcement #OCOT5993 Salem
- Salem Repair Facility Manager**  
Salary \$2,979 - \$4,394/month  
Announcement #OCOT5958 Salem
- Crossing Safety Section Manager**  
Salary \$4,181 - \$6,169/month  
Announcement #OCOT5818 Salem
- Relocation Reviewer**  
Salary \$3,556 - \$5,091/month  
Announcement #OCOT5997 Salem

#### TRADES

- Incident Response Specialist**  
Salary \$2,252 - \$3,121/month  
Announcement #OCOT5853 Portland

**Working @ ODOT. The Way to Go.** Detailed bid announcements include qualifications, requirements, and instructions on how to apply for these jobs. Go to [www.odot.state.or.us/jobs/](http://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.