

CLASSIFIEDS/BIDS

Portland Development Commission
Portland's premier economic development, redevelopment & housing agency seeks:

Information Technology Manager
Plans, directs & integrates the delivery of PDC's IT programs & services.
Closes: 12/16/05

Housing Product Development Specialist / Loan Officer
Creates new financing tools to sustain PDC & City homeownership goals.
Closes: 12/19/05

Application & job description at: www.pdc.us/jobs or 222 NW 5th Ave, Pld, OR 97209
jobline: 503.823.3463
Equal Opportunity Employer



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
Call 503-288-0033

**Assistant Director of Diversity Recruitment
Coordinator for Co-Admission & Transfer Articulation
Admission Counselor
International Admission Counselor**

Four vacancies exist in the Portland State Office of Admission, Registration & Records. These positions are renewable and based on a full-time, fixed-term, 12-month, unranked appointment. Review of applications begin December 19, 2005 and continue until each position is filled.

Portland State University is proud to be the largest and most diverse public university in Oregon. Faculty and staff at Portland State enjoy an environment that is recognized for its community involvement, diversity and vibrant urban location.

Assistant Director of Diversity Recruitment will plan, organize, execute and participate in the unit's programs designed for outreach to and recruitment of students from underrepresented populations. Position assumes responsibility for communications, special events, visitation programs and other recruitment activities. The assistant director will work as part of a dynamic, energetic team that supports the established enrollment goals for diversity. Qualifications for the position include a Bachelors degree (Master's degree preferred); at least three years of successful and progressively responsible experience in student services at the college level; experience effectively recruiting underrepresented populations; excellent written and oral communication skills; strong interpersonal, presentation and organizational skills; creative problem-solving ability, ability to work as part of a team, and customer-service orientation. Position requires frequent evening and weekend hours plus travel several weeks per year. To apply: Specify the position title and submit a letter of application, resume, one-page recruitment plan describing your best practices for recruiting students from underrepresented backgrounds, and at least three professional references to the address below.

Coordinator for Co-Admission & Transfer Articulation will (1) establish appropriate departmental business processes to support existing and newly developed agreements with PSU partner institutions; (2) manage and develop transfer credit evaluation updates, data entry and student information system coding protocols as well as methods for seamless enrollment services for students, and special admission application processing;

(3) act as a problem solving resource to student service professionals across campus; (4) supervise two staff with responsibility for maintaining DARS transfer articulation rules; and (5) other duties as assigned. Salary is \$29,916. To apply: Specify the position title and submit letter of interest, resume, one-page customer service philosophy statement and name, address, and telephone number for at least three references to the address below.

Admissions Counselor will (1) represent the University to prospective students and the public through a diverse array of outreach; (2) engage and interact with prospective and current students; (3) develop leadership and other skills through collaborative work planning and implementing recruitment events; and (4) other duties as assigned. Qualifications for this position include a bachelor's degree, one year of experience in student services at the college level; excellent written and oral communication skills; strong interpersonal, presentation and organizational skills; creative problem-solving ability and customer service orientation. Position requires frequent travel as well as evening and weekend hours. Salary is \$29,916. To apply: Specify the position title and submit a letter of interest, resume, one-page customer service philosophy statement and name, address, telephone number for at least three references to the address below.

International Admissions Counselor will (1) counsel prospective and current international and domestic students about the admission process; (2) represent the University to prospective students and the public through outreach visits; (3) coordinate response systems for international admission inquiries; and (4) other duties as assigned. Qualifications include a bachelor's degree; one year of student services experience at the college level; excellent written and oral communication skills; strong interpersonal, presentation and organizational skills; creative problem-solving ability, and customer-service orientation. Knowledge of international academic credentials and student visa immigration regulations preferred. Position requires some evening and weekend hours and occasional travel. Salary is \$29,916. To apply: Specify the position title and send a letter of interest, resume, one-page customer service philosophy statement and name, address, telephone number of at least three references to the address below.

Office of Admissions, Registration & Records
Portland State University
ATTN: Clair Callaway
PO Box 751
Portland, OR 97207-0751
callawc@pdx.edu
Phone: 503-725-3404
Fax: 503-725-5525
See also: www.hrc.pdx.edu/jobsavail.htm

Portland State University is an AA/EQ Institution, and in keeping with the President's diversity initiative, welcomes applications from diverse candidates and candidates who support diversity.

FINANCE

Statistical Services Coordinator - Research Analyst 3

This person will assist in development of the agency's non-administrative demographic and financial data services program and act as a primary technical liaison for the Actuarial Analysis Section. Announcement #LE050679 closes on December 14, 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. To review the job description, minimum qualifications, and test questions, obtain the appropriate job announcement from www.oregonjobs.org or www.oregon.gov/pers, your local Employment Dept. office or by calling PERS Human Resources at 503-431-8905.

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Temporary help needed delivering the new Yellow Book in the following communities:
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\$ Must have valid driver's license
 Equal Opportunity Employer

PORT OF PORTLAND CAREER OPPORTUNITIES
The Port of Portland is a regional government operating airports, marine terminals and industrial parks in the greater Portland metropolitan area, to fulfill its mission of providing competitive cargo and passenger access to world markets while enhancing the region's quality of life.
To view current job openings and to access the application form, visit the Port's website at www.portofportland.com or call (503) 944-7400.
The Port of Portland is an AA/EEO employer committed to workforce diversity and affirmative action.

The House of Prayer
4936 N.E. Skidmore
Portland, OR 97218
Take N.E. Prescott, Heading East (toward 60th) to N.E. 49th and Turn Right, Go Two Blocks and Turn Left
 Pastor Marcia L. Taylor
Founder/Counselor
Tel: (503) 284-9959
Sunday School 9:30 am
Sunday Morning Service 11:00 am
Wednesday Prayer 12:00 Noon
Wednesday Evening 7:00 pm
Everyone is Welcome!

**CITY OF VANCOUVER, WASHINGTON
INVITATION TO BID
STREET AND SIDEWALK IMPROVEMENTS
SE 164th AVENUE VIEWPOINT**

Notice is hereby given that the City of Vancouver, Washington, will receive sealed bids up to the hour of 11:00 a.m., Pacific Standard Time, **Tuesday, January 24, 2006**, and publicly opened and read aloud at that time on the same day in Procurement Services Conference Room, 610 Esther St, 2nd Floor, Vancouver, Washington, for the following:

This contract provides for the improvement of construction of a vehicular cul-de-sac turnaround at the end of SE 164th Avenue, south of Evergreen Highway adjacent to the Columbia River, and includes clearing, grading and paving, construction of a storm collection system, installing cement concrete curb and gutter, an esplanade sidewalk and pedestrian ramps, retaining walls, ornamental handrails, landscaping, and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

Bidding documents may be examined in Owner's office, City of Vancouver, Washington,

Procurement Services, 610 Esther St 2nd Floor, Vancouver Washington. Bidding documents may be obtained from the Owner's office upon payment of \$53.85, which includes 7.7% WA State sales tax or \$50.00 if you are exempt from payment of sales tax (AK, DE, OR, NH, MT), for each set of documents. Return of the documents is not required, and the amount paid for the documents is non-refundable. (City Ordinance M-3427) Company/Cashiers Checks or money orders shall be made payable to City of Vancouver. Firms ordering documents shall provide a street address and/or post office box where additional information (Addenda) may be delivered via U.S. Mail. Documents will be delivered via UPS or U.S. Mail. A list of plan centers that have received sets of Bidding Documents for the work contemplated herein is available from <http://www.cityofvancouver.us/purchasing.asp> or by calling Procurement Services at (360) 619-1030. **Do not send cash.**

Bids shall be in accordance with the specifications and other contract documents on file in Procurement Services, phone (360) 619-1030, where copies may be obtained. Bid results may be obtained within 24 hours after the bid opening by accessing our website, shown above.

All bids shall be addressed to the attention of the Procurement Services Manager, City of Vancouver, P. O. Box 1995, Vancouver, Washington 98668. All bids delivered shall be delivered to the Procurement Services Manager, 610 Esther St, 2nd Floor. Bids shall be placed in an envelope which is sealed and which clearly states the name of the bidder, the date of the bid opening, and appropriate wording to indicate definitely the nature of the contents. **Do not send bids by FAX.** Bids submitted via FAX will not be accepted.

The following is applicable to federal aid projects. The City of Vancouver, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

The City of Vancouver is committed to providing equal opportunities to State of Washington certified Minority, Disadvantaged and Women's Business Enterprises in contracting activities. (Section 4 of Chapter 56, Laws of 1975, 1st Ex. Sess., State of Washington).

All bid proposals must be accompanied by a bid proposal deposit in cashier's check, or surety bond in an amount equal to five percent (5%) of the amount of such bid proposal. Should the successful bidder fail to enter into such contract and furnish satisfactory performance bond within the time stated in the specifications, the bid proposal deposit shall be forfeited to the City of Vancouver.

The City of Vancouver reserves the right to cancel this invitation or reject any and all bids submitted or to waive any minor formalities of this call if in the judgment of the City Council the best interest of the City would be served.

No bidder may withdraw his/her bid after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding forty-five (45) days. If it is determined to be in the best interest of the city, the city reserves the right to request an extension of bid prices during the review process.

Julianna M. Csonaki
Procurement Services Manager

**Northeast Portland Chiropractic Center
Ferrante Chiropractic Center**
 health through CHIROPRACTIC
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• ON THE JOB INJURIES
• NECK PAIN
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• SPORTS INJURIES
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Martin J. Codino, DC
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ARE YOU PAYING OVER 7.0% INTEREST RATE ON YOUR MORTGAGE?
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