

CLASSIFIEDS/BIDS

Residence Life: The University of Oregon Housing Department invites applications for an **Associate Director of Residence Life for Resident Education.** This position is a twelve-month, fixed term, renewable appointment as an Officer of Administration. The Associate Director of Residence Life for Resident Education is responsible for the day-to-day operations of five residence hall complexes; co-advising of RHA; recruiting, hiring, training, and evaluation of Officers of Administration (Complex Directors); on-going professional staff development; and the development of the Resident Assistant (RA) class during spring term. The Associate Director reports to the Director of Residence Life and at times takes direction from the Director of Housing. **Qualifications:** Master's degree required. Demonstrated knowledge of student affairs and housing. Demonstrated professional experience that shows progressive responsibility and ability to work effectively in a 3000+ bed system. Demonstrated cultural competency that encompasses multicultural awareness, knowledge, and skills. Demonstrated experience supervising Housing professional staff. Demonstrated leadership and motivational skills. Demonstrated experience establishing residential communities that contribute to student engagement in learning and community involvement. Ability to work effectively with students, parents, co-workers, supervisor, department staff, and University staff. Ability to gain the cooperation of others through earned respect. **Preferred Qualifications:** Preference will be given to candidates with 5 or more years of mid-level Residence Life management experience. Preference will be given to candidates who have 3 or more years of live-in experience as a complex director, area director, or equivalent experience. Preference will be given to candidates who have a master's degree in College Student Personnel Administration, Higher Education Administration, Counseling and Guidance, Business Administration, and Supervision and Management. Preference will be given to candidates with higher education experience.

Compensation: Annual salary range \$52,000 - \$59,000 based on qualifications; highly competitive benefits package. Priority deadline for consideration is February 15, 2006 but applications will continue to be accepted until position is filled. To apply, send cover letter; resume; the names, addresses, and phone numbers of three references to: Sheri Donahoe, Associate Director of Residence Life for Administration and Family Housing, University Housing, University of Oregon, 1220 University Housing, Eugene, OR 97403

The University of Oregon is an EO/AA/ADA institution committed to cultural diversity.

Construction Sales (Handyman Home Repair Team)

Neil Kelly has an immediate sales opening in its Handyman Home Repair division - Portland office. This salesperson must have experience in all phases of residential construction, and a recent proven track record in residential remodeling / repair sales. The job includes cost estimating, sales, and project management. The work often involves repair troubleshooting. This is a commissioned position with base salary and health benefits. For immediate consideration, mail a resume and brief letter describing your experience aligned to this opportunity to: Alicia Duncan, Human Resources Assistant, Neil Kelly Company, 804 N. Alberta St., Portland OR 97217, fax to 503-288-1723, or email to hr2@neilkelly.com

Hearings Clerk

The Hearings Clerk position in the Hearings Office of the elected City Auditor's Office is responsible for providing highly detailed and time sensitive administrative support to the Hearings Officer on code, appeal, tow, and land use hearings. Duties include reviewing initial code violations for completeness or errors, scheduling and rescheduling hearings, maintaining multiple deadlines and timeframes and contacting appropriate City personnel for various appeals. Additional duties include explaining complex rules, regulations, policies and procedures to potentially hostile or irate customers where inaccurate or improper information may produce legal penalties or financial consequences. The Hearings Clerk is expected to carry out his or her individual hearing responsibilities with initiative, independence and creativity while exercising sound judgment and problem-solving skills.

Approximate Monthly Salary: \$3,189 at entry to \$4,073 after three years

Application deadline is 4:30 pm, Tuesday, December 27, 2005

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

CLARK COLLEGE

Ready to take The Next Step in your graphic design career? Clark College, the third largest community college in Washington State, is looking for an innovative, creative publication designer with strong production skills. Working with our Lead Graphic Designer, you will be responsible for graphic support and design for our schedules and catalog, as well as brochures, newsletters, web pages and more. This position requires a college degree or certification in a related field AND 2 years of full-time equivalent professional work experience in a related field; 4 years preferred. Experience in managing multiple projects with strong attention to detail and deadlines. Demonstrated skill with experience in In Design, Quark, Photoshop, Illustrator or Freehand, Dreamweaver, and FrontPage desired. Salary is \$2,490 per month, plus state employee benefits including insurance, annual and sick leave, and retirement. For optimal consideration, please submit required materials by 5 p.m., December 21, 2005. For position requirements, description, and to apply access our web site at www.clark.edu. Jobs at Clark or contact Clark College Human Resources, 1800 E. McLoughlin Blvd., Vancouver, WA 98663 (360) 992-2105 [JOBLINE (360) 992-2836. Hearing impaired (360) 992-2317]. AA/EEO employer.



METRO

Volunteer Coordinator - Part-time, \$12.84 - \$14.16/hr. Deadline: 12/20/05. Coordinates the work of volunteers providing services to Oregon Convention Center. 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, or pick up a complete packet at Metro Human Resources, 600 NE Grand Avenue, Portland. Resumes are not accepted.

AA/EEO Employer

Residence Life: University Housing at the University of Oregon is now accepting applications for a **Complex Director.** This is a full-time, live-in, 12-month, Officer of Administration position. The starting date for the position is flexible from July 1, 2006. The Complex Director is responsible for the overall administration of a residence hall complex consisting of 400-800 residents. The Complex Director is also responsible for the selection, supervision and training of 10-20 residence life student staff and is expected to lead the student staff in the goal setting process, coordinate the student conduct process, support residence hall learning communities, exhibit a commitment to work with a diverse student population and create a culturally-inclusive living community, facilitate programming and community development, and work with the student government. The successful candidate should demonstrate the ability to work effectively with students, parents, co-workers, supervisor, department staff, and University staff from diverse backgrounds. The Complex Director may also supervise 1 Bachelor's level professional. The Complex Director reports to the Associate Director of Residence Life for Resident Education. The remuneration for the position is based on qualifications and expertise and ranges from \$28,000 to \$33,500 plus a furnished apartment, full board during the time the halls are open, and Officer of Administration benefits, including medical insurance, retirement, and reduced tuition. A Master's Degree is required. Preference will go to candidates with degrees in College Student Personnel or related fields. In lieu of a Master's Degree, a Bachelor's Degree and 2 years of full-time, professional experience in Student Affairs is required, with preference going to candidates with full-time experience in housing or group living environments.

Please send resume, cover letter, and list of references to: John Hollan, Assistant Director of Residence Life, University Housing, 1220 University of Oregon, Eugene, OR 97403. Review will begin on February 15, 2006. Applications accepted until all positions are filled, with priority given to applications arriving on or before February 15, 2006.

Call (541) 346-5393 with questions or email jhollan@uoregon.edu. This publication and related information will be made available in accessible formats upon request. For more information about the University of Oregon and University Housing, please visit <http://www.uoregon.edu>. The University of Oregon is an EO/AA/ADA institution committed to cultural diversity.

Want to Earn Some Extra Cash?

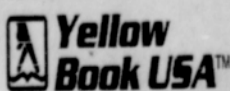
Temporary help needed delivering the new Yellow Book in the following communities:

- Aloha,
- Tualatin, Beaverton,
- Hillsboro, Charboneau,
- Sherwood, Cornelius,
- Durham, Cedar Mill

Call 1-800-373-3280

Monday thru Friday 7:30 am to 7:00 pm CST

- \$ Must be 18 years of age
- \$ Must have insured, dependable auto
- \$ Must have valid driver's license



Equal Opportunity Employer



Dual Diagnosis Therapist N Portland Provides mental health/alcohol and drug assessments, groups and therapy to adult women in residential setting. Req MSW. A & D background and exp with African-American community pref.

Mental Health Therapist NE Portland Provides Mental Health assessments and therapy to adults in outpatient clinic. Req MA in human service. LCSW pref.

Service Coordinator NE Portland Provides case management, treatment planning and money management services to adult clients with severe mental illness. Participate in multidisciplinary team process. Req BA and prior exp working with SMI population.

Interested applicants may e-mail resumes to hr@lifeworksnw.org, mail to: LifeWorks NW, 14600 NW Cornell Rd, Portland, OR 97229 Attn: Human Resources or fax to: 503-690-9605. 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

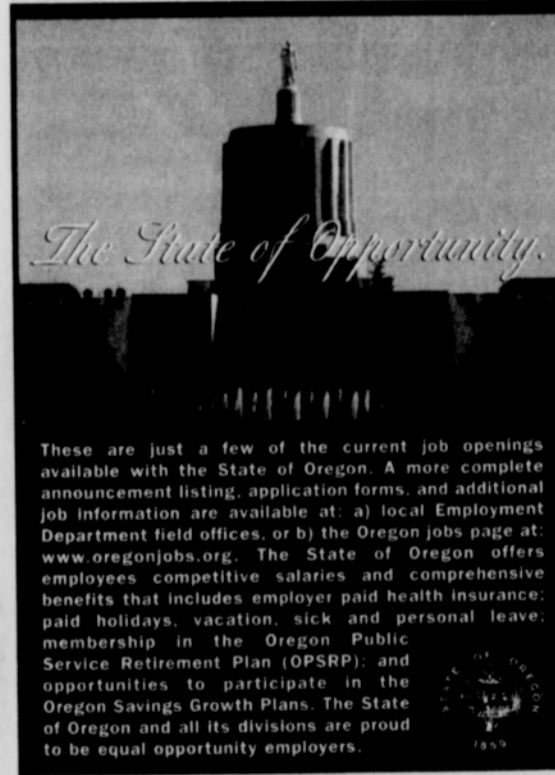
ADMINISTRATIVE DEPARTMENT OF COMMUNITY COLLEGES & WORKFORCE DEVELOPMENT (CCWD) Executive Support Specialist Assistant to the Commissioner

The Department of Community Colleges and Workforce Development is recruiting for an Executive Support Specialist, Assistant to the Commissioner. This is a permanent, full-time position. For more information on Announcement #LECW0003, please visit www.oregonjobs.org. If you have questions regarding the announcement, you may contact Phyllis Kerr at 503-378-8648 ext. 318 or Phyllis.Kerr@state.or.us. Close date is December 15, 2005.

LEGAL NOTICES

Need to publish a court document or notice? Need an affidavit of publication quickly and efficiently? Please fax or e-mail your notice for a free price quote! Fax: 503-288-0015 e-mail: classifieds@portlandobserver.com The Portland Observer

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 HEALTH SERVICES

- Principal Executive/Manager F Public Health Preparedness Manager** Salary: \$4,613 - \$6,792/month Announcement #LEH55631 Portland Close Date: December 20, 2005
- Program Representative 2 Occupational Health & Pesticide Project Coordinator** Salary: \$3,121 - \$4,350/month Announcement #LEH55600 Portland Close Date: December 21, 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:

- AUDITING/ACCOUNTING/FINANCIAL**
- Motor Carrier Auditor** Salary: \$2,984 - \$4,146/month Announcement #OCDT5349 Eugene & Salem

ADMINISTRATIVE/CLERICAL

- Office Support** Salary: \$1,913 - \$2,597/month Announcement #OCDT5429 Salem

COMMUNICATIONS

- Public Information Officer** Salary: \$3,600 - \$5,019/month Announcement #OCDT5946 Springfield

ENGINEERING/ENVIRONMENTAL

- Pavement Field Crew** Salary: \$1,918 - \$2,698/month Announcement #OCDT5420A Salem
- Sr. Geotechnical Engineer** Salary: \$4,544 - \$6,509/month Announcement #OCDT5431 Salem
- Geotechnical Engineer** Salary: \$3,916 - \$5,614/month Announcement #OCDT5877 Salem
- Traffic Structures Specialist** Salary: \$3,223 - \$4,616/month Announcement #OCDT5999A Salem
- Traffic Analyst** Salary: \$3,223 - \$4,616/month Announcement #OCDT5805A White City
- Traffic Analyst** Salary: \$3,223 - \$4,616/month Announcement #OCDT5954A Salem

INFORMATION SYSTEMS

- Senior Analyst** Salary: \$4,118 - \$5,681/month Announcement #OCDT5348 Salem

MANAGEMENT/PROFESSIONAL

- Relocation Reviewer** Salary: \$3,556 - \$5,091/month Announcement #OCDT5997A Salem
- Real ID Delivery Manager** Salary: \$4,840 - \$7,136/month Announcement #OCDT5985 Salem
- Area Manager** Salary: \$4,613 - \$6,792/month Announcement #OCDT5854A Portland
- Region Operations and Maintenance Manager** Salary: \$5,334 - \$7,857/month Announcement #OCDT5874 Salem

TRADES

- Traffic Line Supervisor** Salary: \$2,659 - \$3,725/month Announcement #OCDT3550 Bend

ODOT... Building Careers, Bridging the Future. 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.

www.oregonjobs.org

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/om/purchasing

City of Portland
Bureau of Purchases

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

WASHINGTON COUNTY OREGON

LAW ENFORCEMENT / RECORDS SPECIALIST (Administrative Specialist II) Bilingual (Spanish/English) and non-bilingual \$2,512 - \$3,055 / month Closes December 23, 2005

Senior Mental Health Services Coordinator \$4,017 - \$4,882 / month Closes December 23, 2005

Shelter Technician I \$2,276 - \$2,766 / month Closes December 23, 2005

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

SYSTEMS SPECIALIST

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) - Tigard PERS covers nearly 300,000 members and administers retirement, disability benefits, health insurance, and deferred compensation plans statewide.

- Information Systems Specialist 2** Monitor, maintain, and provide support to the agency's computer systems Salary: \$2,510 - \$3,457/month Announcement #LE050699 Close Date: December 22, 2005

To review the job description, minimum qualifications, and test questions, obtain the appropriate job announcement from www.oregonjobs.org, www.oregon.gov/pers, your local Employment Dept office, or by calling PERS Human Resources at 503-603-7552. EOE/AA.

BOSS HOGG

Christmas Tree Lot

Christmas Trees

Any Tree On Lot **\$20.00**

@ The corner of MLK & Portland Blvd. Portland, OR 97212

CITY CENTER PARKING

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.