

# CLASSIFIEDS / BIDS

## Staff Assistant—Clerical Multnomah County Commissioner-elect Jeff Cogen's Staff

Salary: \$28,000-\$32,000 annually

Are you passionate about serving the public? Driven to improve your community? Multnomah County Commissioner-elect Jeff Cogen is seeking applicants for a Staff Assistant—Clerical. Interact with constituents, government and elected officials, community organizations and community members while you serve perform general administrative support duties. Serve as primary general office and constituent contact, develop and implement policy and assist in research and writing of Commissioner's communications, including the newsletter and web page.

If you are self-directed, optimistic, self-starting, results-oriented, take-charge, flexible, and a team player, please visit our website at [www.multcojobs.org](http://www.multcojobs.org) or call (503) 988-5035. Apply for job # 9400-07 by 12/22/06

Multnomah County is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. **An Equal Opportunity Employer**



WASHINGTON COUNTY

## SENIOR ADMINISTRATIVE SPECIALIST(RECORDS)

\$2,862 - \$3,481 / month

Closes January 3, 2007

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 270  
Hillsboro, OR 97124

**Warner Pacific College**, a Christian Liberal Arts college, is seeking a full-time Administrative Assistant for the VP for Institutional Advancement. Excellent benefits and working community. Interested individuals should send a resume to: [kagular@warnerpacific.edu](mailto:kagular@warnerpacific.edu).



METRO

**Laborer - Temporary**, Regional Parks and Greenspaces, \$9.79 - \$10.00/hr FT. Duration: approx. 6 months beginning in January. Performs light to heavy manual labor, including grounds maintenance, trail improvements and garbage removal at numerous natural areas. Provides building maintenance such as cleaning and minor repairs.

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 Ave., Portland.

AA/EEO Employer

## ELECTRICAL INSPECTOR

Electrical Inspectors are responsible for performing independent field inspections of electrical installations in commercial and/or residential structures that are being erected or remodeled to ensure compliance with State of Oregon electrical codes. Duties include, responding to requests for electrical inspections and preparing and maintaining detailed inspection reports, performing computer record and permit searches to determine appropriate fees. Additional duties include utilizing strong communication skills in providing services to the public consistent with the bureau's value of customer service and assisting with the field training of other inspectors.

Approximate Monthly Salary Range: \$4,699 to \$5,437

Application deadline is **4:30 PM, Friday, December 22, 2006**

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

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

## Portland Development Commission

The Urban Renewal Agency for the  
City of Portland, Oregon

Portland is internationally recognized for its quality of life, distinctive neighborhoods, and robust transit system. Playing a key role in keeping Portland, Oregon, one of America's most livable cities is the Portland Development Commission's mission. PDC is the City's urban renewal agency, charged with bringing together resources to achieve Portland's vision. We're currently looking for qualified individuals to complement our workforce for the following positions:

**Senior Project Coordinator or  
Project Coordinator-Development  
Project Management Division  
Manager**  
**Public Affairs Manager**  
**Chief Financial Officer**  
**Senior Project Coordinator**  
**Performance Measurement Program  
Manager**

We offer a generous host of benefits as part of our efforts to keep PDC a positive, healthy and productive place to work. PDC values diversity in its work force and is committed to Equal Employment Opportunity and Affirmative Action.

Apply online at [www.pdc.us/jobs](http://www.pdc.us/jobs)  
Portland Development Commission,  
222 NW 5th Ave., Portland,  
OR 97209  
Jobline: 503.823.3463



METRO

**Management Technician, Metropolitan Recreation** - Exposition Commission. \$17.49 - \$23.09/hr, FT. Deadline: 12/28/06. Performs technical and administrative duties associated with management analysis and financial and accounting transaction processing.

**Audio Visual Technician**, Oregon Convention Center. \$17.49 - \$23.09/hour, FT. Deadline: 1/2/07. Responsible for AV systems, direction of production assistants and maintenance of AV equipment.

These opportunities are 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.

AA/EEO Employer

## 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](mailto:classifieds@portlandobserver.com)  
The Portland Observer

## Communication & Project Manager Multnomah County Commissioner-elect Jeff Cogen's Staff

Salary: \$38,000-42,000 annually

Are you passionate about serving the public? Driven to improve your community? Multnomah County Commissioner-elect Jeff Cogen is seeking applicants for a Communication & Project Manager. Collaborate with a wide range of your community.

If you are self-directed, optimistic, self-starting, results-oriented, take-charge, flexible, and a team player, please visit our website at [www.multcojobs.org](http://www.multcojobs.org) or call (503) 988-5035. Apply for job # 9400-06 by 12/22/06.

Multnomah County is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Bilingual/bicultural candidates are encouraged to apply. **An Equal Opportunity Employer**

## TRANSPORTATION

### The Governor's Advisory Committee on Motorcycle Safety is currently seeking applicants to fill 2 vacant positions.

Members of Oregon State boards and commissions are vital participants in policymaking, regulation, advisory, and advocacy efforts for a wide variety of issues affecting all Oregonians. The Governor makes direct appointments to approximately 200 boards and commissions.

The eight-member committee on motorcycle safety represents the voice of Oregon motorcyclists and advises the Governor and the Transportation Safety Division of the Department of Transportation on safety for motorcyclists in Oregon. The term of office is 4 years, but the members serve at the pleasure of the Governor.

All interested parties are encouraged to apply. Please submit applications by **December 31, 2006 for consideration**.

For application materials or more information regarding the Governor's Advisory Committee on Motorcycle Safety and/or other board and commission opportunities, visit <http://governor.oregon.gov/Gov/boards.shtml> or contact the Governor's Office at:

Executive Appointments  
Office of the Governor  
900 Court Street NE  
Salem, OR 97301-4047  
Telephone: (503) 378-3123  
Fax: (503) 378-6827

## Parks Program Specialist

The Parks Program Specialist is responsible for the day-to-day administration of the Parks Systems Development Charge (SDC) Program and implementation, updating, and maintenance of the Parks Total Asset Management Program. Related to the Park SDC Program, duties include review of construction permit applications and assessment of appropriate Park SDC fees, providing assessment notification and payment options to applicants, addressing internal and external customer issues related to program methodology and requirements, and maintenance of Park SDC Program records. Related to Parks Total Asset Management Program, duties include facilitating and tracking progress of annual inventory and condition assessment of park facilities, and assembly and analysis of assembled data including summarization and presentation of findings.

Approximate Monthly Salary Range: \$4,111 - \$5,481

Application deadline is Tuesday, January 02, 2007.

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

**The Tacoma Housing Authority (THA)** is soliciting Statements of Proposals from qualified legal firms or individuals to assist THA with Legal Services on an on-call basis. Selected Firm(s) will be on-call for specific projects as they arise. Services on an on-call basis may include, but will not be limited to:

- Development (Purchase and Sales, Mixed Financing, CPPF Bonds, HOPE VI, Contract Law)
- Procurement and Contracting
- Landlord Tenant
- Human Resources
- Labor Relations
- General Legal Consulting

**Proposals are due at the offices of THA, 902 South L Street, Tacoma, WA 98405 at the stated time and date, Friday, December 29, 2006 at 3:00 p.m. local time. NO LATE PROPOSALS WILL BE ACCEPTED.**

To receive a full copy of this RFP, please call Robert Paulson (253.207.4470) or e-mail [rpaulson@tacomahousing.org](mailto:rpaulson@tacomahousing.org).

THA reserves the right to waive any and all informalities or to reject any and all proposals. THA is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, age, familial status, sexual orientation, gender identity or handicapped status in the employment or provision of services. Approved for publication by Michael Mirra, Executive Director.

## COLLECTIONS

WELLS  
FARGO

The Next Stage™

# RUN WITH US

because talented people  
always lead the pack.

For more than 150 years, Wells Fargo has understood the importance of hiring and retaining a diverse workforce. And it's as true in 2007 as it was in the beginning. So why not start your year off right with a job at Wells Fargo? Today, we have 160,000 diverse team members working across a variety of business lines and geographies. And our diverse future is bright. Why? Because we're focusing on recruiting, training, and retaining the best and brightest people - our most important asset - today. If you're looking for a career at one of the nation's most admired and respected financial institutions, look no further.

## JOIN US AT OUR UPCOMING COLLECTIONS CAREER FAIR!

Saturday, January 6, 2007  
10am-2pm  
Hilton Garden Inn  
15520 NW Gateway Ct.  
Beaverton, OR 97006

## WELLS FARGO IS CURRENTLY SEEKING:

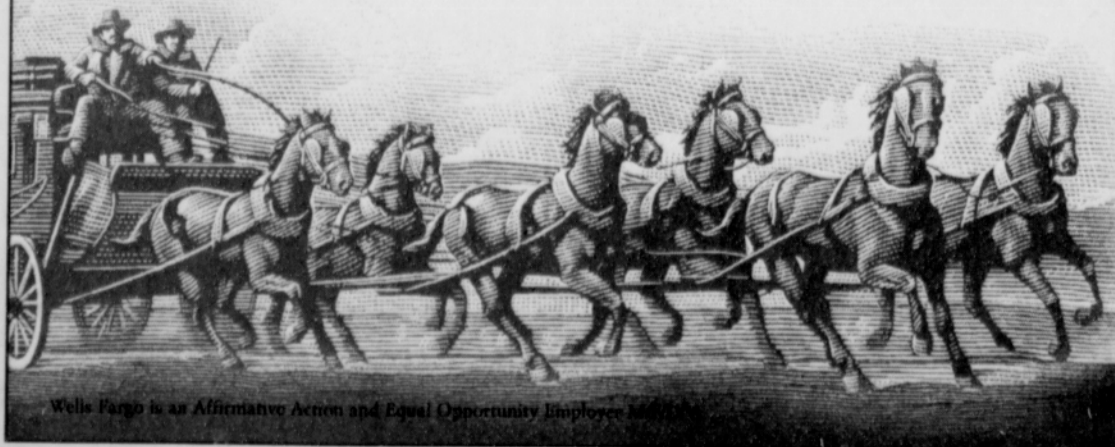
Collections Supervisor - Requisition #3104249

Collections Representatives - Requisition #3104244

If you're ready to build your career with America's "Most Admired" Large Bank (*Fortune Magazine*), one of the "Top 25" Best Places to Launch a Career (*BusinessWeek*), and a "Top 50" Company for Diversity (*DiversityInc. Magazine*), then stop by our Career Fair on January 6th. We will be conducting interviews on-the-spot.

For more information about these exciting opportunities and our upcoming Career Fair, call Debbie at 503-614-5702. Save time by applying online at [wellsfargo.com/jobs](http://wellsfargo.com/jobs) (searching directly for the requisition #'s above), before you come in to the Career Fair!

Run with a leader. Run with us.



Wells Fargo is an Affirmative Action and Equal Opportunity Employer.

Advertise with diversity in  
The Portland Observer  
Call 503-288-0033