

# CLASSIFIEDS / BIDS

## BOARD OFFICE & COMMITTEE SUPPORT SPECIALIST

County Administration Office  
Salary: \$16.20 - \$24.30/hr

Provides complex, specialized program support duties for the Public Safety Coordinating Council and the Commission for the Advancement of Human Rights. Performs a variety of duties related to routine and special assignments and projects. Three years progressively responsible experience in program support activities for a council or commission. High school diploma or GED supplemented by coursework in public administration, business administration, communication, conflict resolution, or a related field. An equivalent combination of education and experience is qualifying.

For detailed information about this opportunity and to fill out the REQUIRED application and supplemental questionnaire, please visit our website at [www.lanecounty.org/jobs](http://www.lanecounty.org/jobs) or contact Lane County Human Resources at: 125 E. 8th Avenue, Eugene, OR 97401, 541-682-3665. Office hours: 10am - 5pm, M-F. Posting # 207-016 Closes: 2/4/08. EOE/ADA

## ASSOCIATE DIRECTOR OF RESIDENCE LIFE FOR RESIDENT EDUCATION UNIVERSITY HOUSING

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 six 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 from diverse backgrounds.
- 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 or higher in 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, 2008 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

*An equal opportunity, affirmative action institution committed to cultural diversity and compliance with the Americans with Disabilities Act.*

**Special Steel Buildings Break-through Show Building Discounts!**  
36' X 36' - 100' X 100'  
Others Available  
Up to 50% off  
Can Erect  
Phone: 503-709-4558

## CITY OF WEST LINN Recruitment for Special Events Coordinator (Full-time)

\$3116 - \$4050 per month DOQ  
Under the direction of the Recreation Director, develops, plans and administers special events and programs to support city-wide needs. May include program planning and coordination, program promotion, execution and marketing. Requires an Associate's Degree with a major in Recreation or related field and 2 years progressively responsible experience in varied (year-round) recreational programming or equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above described duties. Specialized skills must include the ability to maintain accurate statistical records; organize and participate in special events; and provide creative approaches to recruiting and organizing volunteers and the ability to exercise resourcefulness, tact and perspective when interacting with volunteers, City leaders, staff and the public. Requires the use of effective communications in person and via telephone and e-mail to coordinate projects, events and volunteer activities. Proficient in the use of p.c. applications, such as: word processing, spreadsheet database, desktop publishing and graphics presentations. See job description for specific tasks and duties. Successful candidate must pass pre-employment drug screen and background check. Qualified applicants must submit completed City of West Linn employment application and Letter of Interest to the Department of Human Resources, at West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068, by Monday, February 15, 2008, 4:00 p.m. Application packets are available at West Linn City Hall or call (503) 657-0331. EEO.

## Auto Body Instructor/Educator (\$15.69-\$18.43 per hour)

I-CAR Certified Instructor or Oregon Vocational Certified Auto Body Collision Repair Instructor wanted to teach entry level auto body/refinishing skills in a career and technical training program to young adults ages 16-24. One year instructional experience is required. The applicant must also have a strong desire to teach and motivate students. Competitive salary and benefits offered.

Please mail resume and cover letter of interest to:

Springdale Job Corps Center  
Attn: Human Resources  
31224 E. Historic Columbia River Hwy  
Troutdale, OR 97060

All responses must be received no later than **January 25, 2008**

**Equal Opportunity Employer**



**METRO**

**Set-up Custodian, \$13.38 - \$15.07/hr, FT.** Deadline: 1/22/08. Performs clean up and set-up tasks at the 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](http://www.metro-region.org/jobs) or pick up a complete packet at Metro Human Resources, 600 NE Grand Avenue, Portland.

**AA/EEO Employer**

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

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

## 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:

- Economic Development Manager - Bioscience and Hi-Tech Clusters**
- Project-Program Specialist - Student**
- Assistant Residential Loan Coordinator**
- GIS Research Student**
- Senior Administrative Specialist - Housing**
- Senior Administrative Specialist - Economic Development**
- Senior Accountant**
- Web Content Coordinator**

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

### Pine Avenue Apartments

Pine Ave. Apts  
403 Pine Ave.  
Tillamook Oregon 97141  
(503) 842-2723 • TDD/TDY 1-800-735-2900  
Subsidized units for senior or disabled, handicapped or low income. Now taking applications  
Rent from \$395 to \$873

**Guardian Management, LLC**  
Equal Housing Opportunity

### Summer Run

7810 SE Foster Road  
Portland, Oregon 97206  
503-774-8885

### Retirement Apartments

- Studio & One-Bedroom Apartments
- Affordable Rent with No Costly Buy-Ins or Application Fees
- Federal Rent Subsidies Available
- Ideal Urban location near shopping, bus lines, restaurants, and more!
- Enjoy our small community atmosphere that's relaxed and friendly!

## Retirement Living

### Smith Tower

515 Washington Street  
Vancouver, Washington  
**360.695.3474**

- Studio & One-Bedroom Apartments
- Federal Rent Subsidies Available
- No Buy-In or Application Fees
- Affordable Rent includes all Utilities except telephone & cable television
- Ideal urban location near shopping, bus lines, restaurants, and much more!

## Retirement Living

**Westmoreland's Union Manor**  
6404 SE 23rd Avenue • Portland 97202  
**503-233-5671**

**Marshall Union Manor**  
2020 NW Northrup Street • Portland 97209  
**503-225-0677**

**Kirkland Union Manor**  
3530 SE 84th Avenue • Portland 97266  
**503-777-8101**

**Kirkland Union Plaza**  
1414 Kauffman Avenue • Vancouver 98660  
**360-694-4314**

- Studio & One-Bedroom Apartments with Kitchens
- Affordable Rents with No Buy-In or Application Fees
- Garden Areas & Planned Activities
- Easy Access to Bus Lines & Shopping
- Federal Rent Subsidies Available for those that qualify

**TDD 503-771-0912**  
[www.theunionmanors.org](http://www.theunionmanors.org)

## Earn Extra Money

Flexible Hours • Temporary Positions

We are recruiting individuals to deliver the phone books in the following communities:  
**Call Today Washington County**  
1-800-373-3280  
Must have valid driver's license, insured, dependable auto and be 18 years or older.  
Monday thru Friday  
7:30am to 7:00 pm CST

### SUB BIDS REQUESTED

**Mirabella at South Waterfront**

**Bid Package #2 - Excavation, Shoring and Driven Grout Files**  
Pre-Bid Meeting: **January 28, 2008 at 1:00pm**  
Bids Due: **February 7, 2008 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 LIC# 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>

### SUB BIDS / SUPPLIER QUOTES REQUESTED

**PATTON PARK APARTMENTS**

**5 Story Mixed Use Bldg, Wood Frame construction, ~56,000-sf, Affordable Housing**

On Interstate Ave, between Emerson & Sumner St., Portland, OR

Trades Excluded: Abatement, Finish Hardware Supply, Cleaning, Landscape & Irrigation, Fire Protection, HVAC, Plumbing, Electrical & Low Voltage

**Bid on Tuesday, 2-12-08 at 2:00 PM**

Plans available on 1-22-08 at: Walsh Construction Co./ Oregon, DJC, OAME, OR Contractor Plan Center, Housing Development Center, Builders Exchange of Washington-Electronic Plan Room

Special Notes: Mandatory Pre-Bid Meeting on Tuesday, 1-29-08 @ 9:00am at Walsh Construction Co./OR office. Workforce training.

**Walsh Construction Co./Oregon**  
2905 SW First Ave \* Portland, OR 97201  
(503) 222-4375 FAX (503) 274-7676  
Contact: Brian Johnson, PM  
ORCCB # 147267

Walsh Construction Co./Oregon is an equal opportunity employer and requests sub-bids from Minority, women, disadvantaged and emerging small business enterprises.

### REQUEST FOR BIDS METRO OREGON ZOO ON LINE EVENT REGISTRATION RFP-08-1277-ZOO RE-RELEASE

The Finance and Administrative Services Department of Metro, a metropolitan service district organized under the laws of the State of Oregon and the Metro Charter, located at 600 NE Grand Avenue, Portland, OR 97232-2736, is requesting proposals for an On-Line Event Registration System. Proposals will be due no later than **3:00 p.m., February 11, 2008** in Metro's business offices at 4001 SW Canyon Rd, Portland, OR 97221, Attention: Craig Stroud. Details concerning the project and proposal are contained in this document.

The Oregon Zoo desires an on-line registration system that would primarily allow customers to register for camps and classes offered by the Conservation Education division. This includes the ability to self-manage their class registration, purchase additional materials, and pay for their selections.

Copies of the RFP may be obtained by contacting the Purchasing and Contracts Division at 503-797-1816 or via our website at <http://www.metro-region.org/>.

Metro and its contractors will not discriminate against any person(s), employee or applicant for employment based on race, creed, color, national origin, sex, sexual orientation, age, religion, physical handicap, political affiliation or marital status. Metro fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see [www.metro-region.org](http://www.metro-region.org) or call (503) 797-1536.

Metro may accept or reject any or all bids, in whole or in part, or waive irregularities not affecting substantial rights if such action is deemed in the public interest.