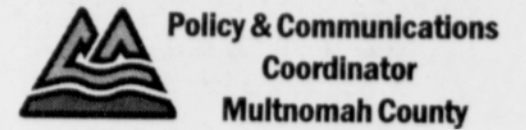


CLASSIFIEDS/BIDS



The Department of Community Justice (DCJ) is recruiting for a Policy & Communications Coordinator who will support the Department Director in the development, coordination, and implementation of public safety policy, both external and internal to DCJ. This position will work closely with DCJ management, other county departments, and public safety partners at the local, state, and national level to support and assist the Director's efforts in planning and developing policy for a coordinated system of justice services. Primary responsibilities include monitoring legislation and policy issues, organizational leadership, liaison to county commissioners, policy and budget development, and coordinating external and internal communication. The duties of this position are highly flexible, including the handling of sensitive and confidential information, and a high level of independent decision making is involved.

Requirements include three years of increasingly responsible public affairs or public information experience; a bachelor's degree in business administration, public administration, communications, or a related field; and the ability to pass a thorough background investigation. Experience in community corrections, juvenile justice, legislative staffing, and/or social service or public sector management is preferred.

The salary range is \$63,414 - \$88,778 annually depending on exp. Multnomah County offers a comprehensive benefit package.

For more information about this position and how to apply, please visit www.multcojobs.org or contact Shawntia Otero at 503-988-3911. Position closes on January 15, 2010.

Multnomah County is an equal opportunity employer and welcomes people from various backgrounds to enhance service delivery to our diverse community.

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

Secretary Needed! NW Portland

Academic/vocational training program serving young adults ages 16-24 years is seeking a part-time Secretary, 32 hours per week, with benefits package. Ability to perform a variety of clerical administrative duties to include preparing special reports, maintaining files, records and statistical data, data entry and word processing. Triage incoming calls and visitors. Assist with transportation support for testing and student services as needed.

High school diploma or equivalent and two years related secretarial experience and/or training, or equivalent combination. Must have valid driver's license in state of residence with acceptable driving record. Qualified applicants may apply on-line at www.chugachjobs.com. We are an Equal Opportunity Employer!

Recreation Advisor 32 Hours per week with Benefits

Residential career technical training program serving young adults ages 16-24 years is seeking an enthusiastic and creative person to work as a Recreation Advisor. The Recreation Advisor is responsible for carrying out a variety of general student recreation activities which may include arts and crafts, cultural and service learning activities, theater and music, games, or sports. Must have proven ability to facilitate recreational activities, and work effectively with young people. All staff are expected to contribute to an environment of youth empowerment, model appropriate behavior, and mentor students regarding positive leisure time choices.

High School Diploma or equivalent, two years related recreation or youth related experience and valid driver's license in state of residence with acceptable driving record required. Must possess or be able to obtain water safety certification, CPR and First Aid certification within 90 days of hire date. \$10.40 - \$12.46 per hour, negotiable, depending on qualifications and experience. Qualified applicants may apply on-line at www.chugachjobs.com. We are an Equal Opportunity Employer!



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Advertise with diversity in *The Portland Observer*
Call 503-288-0033 ads@portlandobserver.com



Star Park is looking for individuals with excellent customer service skills and a positive attitude to join our team of parking facility operators. Positions include: Attendant, Traffic Director, Cashier, and Valet, with Opportunity for advancement. No experience necessary, must be dependable.

8.50+/hr, medical, dental, 401k w/match, sick & vacation pay.

610 SW Alder Street Suite 1221
Portland, OR 97205

www.star-park.com



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**Urban League
of Portland**

Executive Assistant

The Urban League of Portland is seeking an Executive Assistant to provide administrative and secretarial support to the organization's President and CEO. The successful candidate must have excellent written, communications, human relations, scheduling and time management skills. Comprehensive knowledge of and ability to apply office administration practices and techniques is a must. Strong computer skills (MS Office Suite and Internet) are also required. The Executive Assistant must be team-oriented and have a strong belief in the mission of the Urban League. Minimum requirements: 5 years of experience in diversified secretarial assignment or equivalent course of study.

\$12.50/hr - \$15.38/hr.
Depending on experience.

Please submit cover letter, resume and 3 professional references to: Yusuf Mohamed on ymohamed@ulpdx.org or fax to 503-281-2612 by January 13, 2010.

SUB BIDS REQUESTED

**UO (Matthew Knight) Arena
Eugene, Oregon**

Bid Package #4.2 - Tile & Riser Platforms (Rebid)
Bids Due: January 13 at 2:00pm

Bid Documents - Ford Graphics (503/227-3424) or
www.fordgraphics.com/oregon/ / Public Planroom



**Hoffman Construction
Company of Oregon**

Phone: (503) 221-8811 - Bid Fax: (503) 221-8888

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