

CLASSIFIED/BID

Do you want to help low-income people succeed? Do you like working with people? Innovative Housing is hiring a Family Resident Services Coordinator to facilitate services at two of our apartment buildings in NE Portland and one in Washington County. We are looking for an enthusiastic individual who loves working with both adults and children and is committed to IHI's mission. For the full job description and to learn more about Innovative Housing, please visit http://www.innovativehousinginc.com/about/family_rs_coordinator.html. This is a full-time position, and the salary is \$31,000/yr plus excellent benefits. A personal vehicle, valid insurance and some evenings and weekends are required. Experience with diverse racial or ethnic backgrounds is highly valued. To apply, please send a cover letter and resume to aharbin@innovativehousinginc.com.

To Place Your Classified Advertisement

Contact:

Phone: 503-288-0033

Fax: 503-288-0015

e-mail: classifieds@portlandobserver.com

Organizational Development/ Human Resources Coordinator

United Way of the Columbia-Willamette is hiring an **Organizational Development/Human Resources Coordinator**, responsible for coordinating the administrative functions of the OD/HR Department, including providing administrative support and performing project management duties in support of the Vice President-Organizational Development/Culture and the Director-Human Resources. Bachelor's degree and 3+ years administrative assistant experience in a Human Resources environment, or a comparable combination of education and experience required. Proficiency with MS Word, Excel, and Outlook, and advanced proficiency with applicant tracking systems, HRIS systems, and timekeeping programs required. For a full job description and to apply, go to: <http://www.unitedway-pdx.org/careers/index.php>. Hiring Range: \$33,000-\$45,000 DOE. Position open until filled. An Equal Opportunity Employer.

The **Portland Housing Bureau** is seeking applications for a full-time **Housing Construction Coordinator**. The Housing Construction Coordinator in the Portland Housing Bureau (PHB) is responsible for inspecting and evaluating residential properties to determine construction and rehabilitation needs of low-income households, including health, hazard, safety, habitability or code issues. For full details, visit us at www.portlandoregon.gov/jobs.

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!

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The Portland Observer

ADVERTISEMENT FOR BIDS

OWNER: CITY OF WASHOUGAL

**ADDRESS: 1701 "C" Street
Washougal, WA 98671**

Separate sealed bids for: **WASHOUGAL CITY HALL ADA IMPROVEMENTS**

Consisting of:

Plans and specifications for ADA modifications to City Hall restrooms, counters, front lobby area and access doors. ADA modifications also include the restrooms in attached Community Center.

Will be received by: **CITY OF WASHOUGAL**

At the office of: **CITY OF WASHOUGAL, CITY HALL, 1701 "C" STREET**

Until **2:00 PM** on **THURSDAY, MAY 30, 2013** and then at said office publicly opened and read aloud.

CONTRACT PROVISIONS, PLANS, AND BID PROPOSAL forms may be obtained by going to the City's online plan center at (<http://plancenter.swca.org/site/washougal>). This online plan center provides Bidders with free of charge access to these documents with the ability to email, download, and view full/partial plan sets and any addenda. If a Bidder has not previously done so, the Bidder will need to create a free user account.

No bid will be considered unless fully completed in the manner provided in the "Instructions to Bidders" upon the bid form provided in the Contract Documents and accompanied by a bid bond executed in favor of the Owner in an amount equal to no less than five percent (5%) of the total amount of the bid. 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 Washougal.

This project is financed through the **Community Development Block Grant Program** with funds obtained from the U.S. Department of Housing and Urban Development. The contract will be subject to regulation of the Departments of Labor and Housing and Urban Development.

Attention is called to Federal provisions for Equal employment Opportunity, HUD Section 3 requirements, and the minimum wages set forth in the contract documents.

The Owner reserves the right to reject any or all bids and to waive all informalities. No bidder may withdraw or modify his bid after the hour set for the opening and thereafter until the lapse of thirty (30) days from the bid opening.

The City of Washougal 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.

CITY OF WASHOUGAL
ROB CHARLES, City Engineer

Assistant Property Manager

Responsible, Under the direction of the Property Manager, for all phases of the property operations, and to act as main point of contact in the absence of the Property Manager. Performs a variety of administrative/clerical duties and has primary responsibility for the collection and post of all income due to the property. Demonstrates knowledge of Fair Housing and other legal issues and local ordinances as they affect the property's operations. (greg.mccune@aol.com)

PORT OF PORTLAND
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CAREER OPPORTUNITIES

The Port of Portland is a regional government entity operating airports, marine terminals and industrial parks in the greater Portland metropolitan area. Our mission is to enhance the region's economy and quality of life by providing efficient cargo and air passenger access to national and global markets.

To view current job openings and to apply for open positions visit the Port's website at www.portofportland.com.

The Port of Portland is an AA/EEO employer committed to workforce diversity and affirmative action.

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PORTLAND PUBLIC SCHOOLS

INVITATION TO BID - CONSTRUCTION # 2013-1640

TITLE

BIDS DUE MAY 30, 2013 AT 2:00PM

PUBLIC OPENING MAY 30, 2013 AT 2:15 PM

Portland Public Schools, School District No. 1J, Multnomah County, seeks written Bids from qualified firms to provide Faubion I-8 School Portable Classroom Buildings Site Work. A Mandatory Pre-Bid meeting will be held at 10:00 AM on May 15, 2013, at Faubion K-8 School, 3039 NE Rosa Parks Way, Portland, OR 97211. Subcontractors are encouraged to attend. Sealed Bids, in an envelope clearly listing the vendor name and Bid title, will be received by Kimberley Murrell, Senior Contract Analyst at: Bid Desk, Purchasing & Contracting, Blanchard Education Service Center, 501 N. Dixon St, Portland OR 97227, **not later than 2:00 PM, May 30, 2013.**

The Invitation to Bid documents may be obtained at the ORPIN website, www.orpin.oregon.gov. Firms must be registered with ORPIN to obtain and download documents; registration is at no cost. Contract terms, conditions and Specifications may be reviewed at the Purchasing & Contracting Department, 501 N. Dixon Street, Portland Oregon, 97227. For additional information about this project, please contact the Purchasing Contact, Kimberley Murrell, at 503.916.3804, or email at purchasing@pps.net.

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