

CLASSIFIED/BIDS

SENIOR EXECUTIVE ASSISTANT

Are you passionate about Portland and the diverse communities of people and businesses that live and work here? PDC is seeking a dynamic professional with the skills and experience to manage the administrative functions of the Executive Office and support the agency's work with external partners.

The Senior Executive Assistant reports to the Executive Director and acts as a trusted team member, providing complex, sensitive, and highly confidential administrative support for the Executive Director and PDC Board of Commissioners. Key responsibilities include acting as the initial point of contact for the Executive Office, managing schedules and appointments, supporting PDC Board meetings, composing a variety of correspondence and managing relevant contracts and expenses. The Executive Office receives a large volume of inquiries and must be highly responsive in order to establish and maintain relationships with staff, public officials, public partners, community members, business leaders and the media.

The ideal candidate will have excellent communication skills, sound judgement and superb interpersonal skills. They will be exceptionally well organized, possess a strong attention to detail and enjoy working in a fast-paced, politically-charged environment. They will be committed to social equity, build and maintain positive and productive relationships and be committed to the agency's mission of creating economic growth opportunity for all.

The selected candidate will support PDC's new executive director in implementing or establishing new practices and key internal policies to ensure a high functioning, transparent and effective Executive Office. The candidate will also help identify and sponsor community events for the agency.

Salary:
\$56,382 - \$76,115, annually

To Apply
Submit resume and cover letter (2 page limit) describing how your work experience, knowledge, and skill set make you a good fit for this position.

Application Guidelines/Contact:
To apply: visit www.pdc.us for the complete job announcement and a link to our online hiring center. PDC is an Equal Opportunity/Affirmative Action Employer.

SUB BIDS REQUESTED

**Multnomah County
Central Courthouse
Portland, Oregon**

Bid Package: Concrete Trade Partner

Proposals Due: September 7 2:00pm
Bid Documents: www.hoffmancorp.com/subcontractors



805 SW Broadway, Suite 2100, Portland, OR 97205
Phone (503) 221-8811 • Bid Fax (503) 221-8888
BIDS@hoffmancorp.com

Hoffman is an equal opportunity employer and requests sub-bids from all interested firms including disadvantaged, minority, women, disabled veterans and emerging small business enterprises

OR CCB#28417 / LIC HOFFMCC164NC

Program Specialist - Limited Term

\$5,033 - \$6,709 Monthly

CLOSING DATE: 09/05/16 04:30 PM

This is a Limited Term Position.

This position is part of the Parking Operation Division within the Portland Bureau of Transportation (PBOT). The Program Specialist will join the Parking Policy and Projects Section and assist with management of established meter and permit districts as well as the implementation of capital projects, manage small safety projects in maintenance projects in the City owned Parking Structures. To view full announcement and apply visit: www.portlandoregon.gov/jobs.

Director of Diversity & Inclusion

The Oregon State Bar is looking to fill the position that will provide leadership and oversight for the OSB's initiatives and programs to advance diversity and inclusion within the legal profession. If this position speaks to your passion and experience, we encourage you to apply.

Please visit <http://www.osbar.org/osbcenter/openings.html> for job details.

Equal Opportunity Employer



Metro operates the Oregon Convention Center, Oregon Zoo, Portland's 5 Centers for the Arts and Expo Center and provides transportation planning, recycling, natural area and other services to the region.

Visit www.oregonmetro.gov/jobs for current openings and a link to our online hiring center.

Metro is an Affirmative Action /
Equal Opportunity Employer

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

Public Information Officer

Salary: \$5,830.00 - \$7,784.00 Monthly

Posting Date/Time: Mon. 8/22/16 - Mon. 09/12/16 4:30 PM Pacific Time

The City of Portland's Bureau of Environmental Services (BES) is seeking a Public Information Officer. The Public Information Officer for the Bureau of Environmental Services (BES) performs skilled, professional duties in the design, development, and implementation of bureau media relations programs. This position will serve as the bureau's primary spokesperson and will develop and implement a variety of media relations programs and initiatives that support and promote BES programs, policies, and projects. Duties include: managing the bureau's response to media inquiries; identify, develop, and execute proactive and strategic media opportunities for bureau efforts; provide media training and guidance to bureau management and staff; and serve on the city's and bureau's emergency response teams, among other duties.

For more detailed information for this position or to apply, please visit www.portlandoregon.gov/jobs.

Obituary

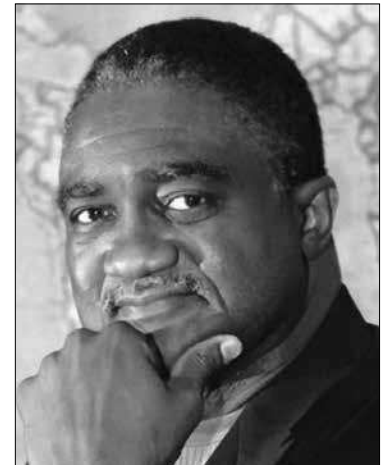
Dean of Black Press Dies at 69

Pioneering civil rights and black political journalist George E. Curry, dean of the Black press as editor-in-chief for the National Newspaper Publishers Association where he was known for his riveting weekly commentaries, died of a heart attack on Saturday, Aug. 20. He was 69.

Curry began his journalism career at Sport Illustrated, the St. Louis Post Dispatch, and then the Chicago Tribune. But he is perhaps best known for his editorship of the former Emerge Magazine and more recently for his work as editor-in-chief for the NNPA, a federation of more than 200 African American newspapers, including the Portland Observer.

His recent work at the NNPA has ranged from being inside the Supreme Court to hear oral arguments in the University of Michigan affirmative action cases to traveling to Doha, Qatar, to report on America's war with Iraq.

As editor-in-chief of Emerge, Curry led the magazine to win more than 40 national journalism awards. He is most proud of his



George E. Curry

four-year campaign to win the release of Kemba Smith, a 22-year-old woman who was given a mandatory sentence of 24 1/2 years in prison for her minor role in a drug ring.

Born in Tuscaloosa, Ala., Curry graduated from Druid High School before enrolling at Knoxville College in Tennessee. At Knoxville, he was editor of the school paper, quarterback and co-captain of the football team, a student member of the school's board of trustees, and attended Harvard and Yale on summer history scholarships.

Books to Reflect Our Culture and Experience

CONTINUED FROM PAGE 7

Children everywhere thrive when they see excellent books that give them them and open up their worlds to all kinds of excellent stories about others. We should seek out diverse books for all children — for summer reading, in school curricula, at library story-times, bedtime, and all the time.

Are you seeking out books like these for your children and grand-

children? How well are schools and libraries in your community doing in providing them? Find out and ask for more. Let's make sure all children have access to engaging books that help them see themselves and, to paraphrase Doreen Rappaport, fill in all pieces of the real story of our nation and world.

Marian Wright Edelman is president of the Children's Defense Fund.

The Portland Observer Newspaper

need's a driver for delivery of paper...

Wednesday's only.

Must have car and Insurance.

If interested email: ads@portlandobserver.com

or call **503 288-0033**