



**Graphic Designer**  
Join the graphic designer team at the East Oregonian's Real Estate Guide publication. You'll work with multiple people and deadlines in a fast paced environment. Must be very accurate and detail-oriented. This position is responsible for designing creative including but not limited to website, ad campaigns and print advertisements, promotional posters and flyers, email advertisement and internal marketing creative. Experience in Multi-Ad Creator and Adobe Photoshop desired, QuarkXPress and/or InDesign a plus. Newspaper experience preferred, but not required.

Send resume, work samples and letter of interest to EO Media Group, PO Box 2048, Salem, OR 97308-2048, by fax to 503-371-2935 or e-mail hr@eomediagroup.com

Full-time position, benefits include Paid Time Off (PTO), 401(k)/Roth 401(k) retirement plan and insurances.

**EAST OREGONIAN**



**Substitute Motor Carrier needed in Hermiston Route #245, Heppner, Lexington & Ione.**

Also taking information sheets for walking & motor routes for those interested.

211 SE Byers Ave., Pendleton  
333 E. Main St., Hermiston  
541-276-2211 or 1-800-522-0255

**EAST OREGONIAN**  
**HermistonHerald**



**Office Coordinator**  
The Hermiston Herald needs a skilled office coordinator to oversee general office operations. You'll provide outstanding customer service to our phone and walk-in customers and provide clerical support to team members. The ideal candidate will have accounts receivable or other bookkeeping experience along with strong computer skills including Excel, plus Spanish language skills. If you enjoy detailed work, like learning new things and have the desire to multitask to keep on top of a busy work schedule, then we want to talk to you.

Send resume and letter of interest to EO Media Group, PO Box 2048, Salem, OR 97308-2048, by fax to 503-371-2935 or e-mail hr@eomediagroup.com

Benefits include Paid Time Off (PTO), insurances and a 401(k)/Roth 401(k) retirement plan.

**HermistonHerald**

**Carriers Needed in Pendleton**

Route 78  
NW Johns to NW Skyline

Looking for substitute on call carriers

211 SE Byers Ave., Pendleton  
541-276-2211 or 1-800-522-0255

**EAST OREGONIAN**

**Employment 335**

**THE PRESBYTERIAN PRESCHOOL** seeks an Assistant Teacher for its program; responsibilities include helping teachers prepare projects/lessons, assisting in greeting, departures, and other activities involving children, helping with daily set-up and clean-up activities, and participating in special programs and registration. The position requires a high school diploma or equivalent; experience working with children preferred. The position is 25 hours/week during the school year. Call 541-276-7681 for information and application.

**Employment 335**

**PENDLETON SCHOOL DISTRICT 16R** has an opening for a Human Resources Assistant. Qualifications & desired qualities:

- Requires a minimum of a high school diploma
- Proficient with Microsoft Office products
- Prior recent experience in office operation
- Ability to respect confidential material
- Knowledge of schools and education issues
- Outstanding communication skills, both written and oral
- Organized, proficient, professional and accurate in performing all duties

**To Apply:**  
Mail the following information to: Tricia Mooney, Assistant Superintendent 1100 Southgate, Ste. 8 Pendleton, Oregon 97801 Phone: (541) 276-6711 Fax: (541) 278-3208 E-Mail: tricia.mooney@pendleton.k12.or.us

- Letter of qualification addressing interest
- Current resume
- District Application
- Three (3) current letters of recommendation

Timeline:  
Announcement date: May 21, 2015  
Application deadline: June 5, 2015  
Interviews conducted: June 10-12, 2015  
Start date: ASAP

All applicants will receive timely acknowledgement of their inquiries and will be kept informed during the search process. All application material will be kept confidential and reference checks will be made.

**Request for Proposals TRANSCRIPTION AND MINUTE SERVICES FOR COUNTY PLANNING COMMISSION**

Umatilla County is requesting proposals to provide professional transcription and minutes for County Planning Commission meetings. One or more providers will be selected to provide the services.

**Hours are as needed and many not exceed 20 hours/month.**

**Minimum Requirements:**  
Provide documentation of work product and relevant training.

For more information and to view the RFP, please visit <http://www.co.umatilla.or.us/>  
Questions regarding services may be directed to Tamra Mabbott, 541-278-6246

**Legal Notices**

**Employment 335**

**JOIN OUR GROWING YELLOWHAWK TEAM!**  
We are recruiting for the following positions:  
• Clinical Director  
• Lead Medical Coder  
• Medical Coder  
• Community Gardener  
• Community Gardener Helper  
• Part Time Outreach Outstation Worker (grant funded)

To apply please send a cover letter, resume, completed YTHC application (available online at [www.yellowhawk.org](http://www.yellowhawk.org)), copy of licensure/certification/transcripts, and a copy of your enrollment card if applicable. Janyce Quaempts 541.278.7549 janycequaempts@yellowhawk.org . Open Until Filled. First Screening June 8, 2015. Tribal/Indian Preference Observed.

**Employment 335**

**Keystone RV Company**

**RECEPTIONIST**  
Keystone RV Company, in Pendleton, Oregon, is seeking a qualified receptionist. Responsibilities include application processing, interview scheduling, data entry, sorting and distributing daily mail, timely message delivery, supply ordering, and other duties as assigned.

**Requirements:**  
Applicant should have 6 months experience as a receptionist to include in-person customer service and multi-line phone system use. Experience with MS Word, Excel, and Outlook. Applicant should have high school diploma or GED. Apply in person or submit your resume to:  
**Keystone RV Company**  
3000 Westgate  
Pendleton, OR 97801  
Submit Resumes online to: [resumes@keystonerv.com](mailto:resumes@keystonerv.com)  
We are a drug free workplace.

**Threemile Canyon Farms, LLC**

**Threemile Canyon Farms in Boardman has the following immediate FT job openings:**

- Shop Tech 3 - 2 positions  
Rate of pay \$18.00 - \$20.00 per hour
- Grader Operator - 1 position  
Rate of pay DOE
- Lube Tech - 1 position  
Rate of pay DOE
- Lawn Maint/Lawn Mower Opr - 1 position  
Rate of Pay DOE

Full job descriptions for these Union jobs can be found at the Worksource Oregon website at [workinginoregon.org](http://workinginoregon.org)

To apply: send your resume to [threemilejobs@rdoffutt.com](mailto:threemilejobs@rdoffutt.com) or apply in person at 75906 Threemile Rd., Boardman, OR Exit 151 - I-84

Applications are accepted Monday - Friday • 8:00 to 3:30 pm  
Photo ID is required for entry to the farm

**Legal Notices**

**EO-7708 NOTICE OF BUDGET HEARING**  
A public meeting of the InterMountain Education Service District will be held on June 9, 2015 at 5:00 pm at InterMountain ESD, Pendleton, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the InterMountain ESD Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 2001 SW Nye Ave Pendleton, Oregon between the hours of 7:30 a.m. and 4:00 p.m., This Budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the basis of accounting used during the preceding year.

Contact: Beth O'Hanlon, Chief Financial Officer Telephone: 541-966-3103 Email: [beth.ohanlon@imesd.k12.or.us](mailto:beth.ohanlon@imesd.k12.or.us)

**FINANCIAL SUMMARY - RESOURCES**

| TOTAL OF ALL FUNDS   | Actual Amount Last Year 2013-14 | Adopted Budget This Year 2014-15 | Approved Budget Next Year 2015-16 |
|--|---------------------------------|----------------------------------|-----------------------------------|
| Beginning Fund Balance                                     | \$3,780,196                     | \$3,582,615                      | \$4,425,468                       |
| Current Year Property Taxes, other than Local Option Taxes | 5,259,952                       | 5,200,000                        | 5,360,000                         |
| Current year Local Option Property Taxes                   | 0                               | 0                                | 0                                 |
| Other Revenue from Local Sources                           | 9,508,494                       | 10,121,247                       | 9,970,621                         |
| Revenue from Intermediate Sources                          | 26,784                          | 30,000                           | 30,000                            |
| Revenue from State Sources                                 | 7,868,604                       | 11,498,995                       | 11,625,939                        |
| Revenue from Federal Sources                               | 4,309,246                       | 4,492,411                        | 4,449,461                         |
| Interfund Transfers  | 659,972                         | 884,000                          | 939,000                           |
| All Other Budget Resources                                 | 18,603                          | 150,000                          | 0                                 |
| <b>Total Resources</b>                                     | <b>\$31,431,851</b>             | <b>\$35,959,268</b>              | <b>\$36,800,489</b>               |

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

|   |                     |                     |                     |
|---|---------------------|---------------------|---------------------|
| Salaries  | \$10,261,183        | \$11,627,100        | \$11,247,536        |
| Other Associated Payroll Costs                            | 5,625,924           | 6,435,253           | 6,483,662           |
| Purchased Services  | 3,312,044           | 4,227,552           | 3,382,838           |
| Supplies & Materials                                      | 3,380,299           | 4,774,802           | 4,695,009           |
| Capital Outlay  | 53,329              | 246,250             | 251,000             |
| Other Objects (except debt service & interfund transfers) | 3,458,049           | 4,689,129           | 6,485,646           |
| Debt Service*   | 813,133             | 851,988             | 892,604             |
| Interfund Transfers*                                      | 659,972             | 884,000             | 939,000             |
| Operating Contingency                                     | 0                   | 0                   | 0                   |
| Unappropriated Ending Fund Balance & Reserves             | 3,867,918           | 2,223,194           | 2,423,194           |
| <b>Total Requirements</b>                                 | <b>\$31,431,851</b> | <b>\$35,959,268</b> | <b>\$36,800,489</b> |

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY FUNCTION**

|  |                     |                     |                     |
|--|---------------------|---------------------|---------------------|
| 1000 Instruction                         | \$4,824,249         | \$5,255,161         | \$5,175,540         |
| FTE                                      | 67                  | 56                  | 56                  |
| 2000 Support Services                    | 18,399,896          | 22,795,699          | 21,598,416          |
| FTE                                      | 162                 | 162                 | 150                 |
| 3000 Enterprise & Community Service      | 17,028              | 39,333              | 49,333              |
| FTE                                      | 0.00                | 0                   | 0                   |
| 4000 Facility Acquisition & Construction | 0                   | 0                   | 0                   |
| FTE                                      | 0                   | 0                   | 0                   |
| 5000 Other Uses                          | 0                   | 0                   | 0                   |
| 5100 Debt Service*                       | 776,233             | 814,988             | 847,604             |
| 5200 Interfund Transfers*                | 659,972             | 884,000             | 939,000             |
| 5300 Appointment of Funds                | 2,886,555           | 3,946,893           | 5,767,402           |
| 6000 Contingency                         | 0                   | 0                   | 0                   |
| 7000 Unappropriated Ending Fund Balance  | 3,867,918           | 2,223,194           | 2,423,194           |
| <b>Total Requirements</b>                | <b>\$31,431,851</b> | <b>\$35,959,268</b> | <b>\$36,800,489</b> |
| <b>Total FTE</b>                         | <b>229</b>          | <b>218</b>          | <b>206</b>          |

\* not included in total 5000 Other Uses. To be appropriated separately from other 5000 expenditures.

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**  
Through the Local Service Plan, the ESD continues to offer resolution services while increasing apportionment payments to a recent opt-out District. Revenue from contracted services and technology sales continue to improve.

**PROPERTY TAX LEVIES**

|   | Rate or Amount Imposed | Rate or Amount Imposed | Rate or Amount Approved |
|---|------------------------|------------------------|-------------------------|
| Permanent Rate Levy (Rate Limit \$4.8877 per \$1,000) | 0.6156                 | 0.6156                 | 0.6156                  |
| Local option Levy                                     |                        |                        |                         |
| Levy For General Obligation Bonds                     |                        |                        |                         |

**STATEMENT OF INDEBTEDNESS**

| LONG TERM DEBT           | Estimated Debt Outstanding July 1 | Estimated Debt Authorized, But Not Incurred on July 1 |
|--------------------------|-----------------------------------|---|
| General Obligation Bonds | \$0                               |   |
| PERS UAL Bonds           | \$8,216,619                       |   |
| Other Borrowings         | \$541,675                         |   |
| Total                    | \$8,758,294                       | NONE  |

June 3, 2015