

Date: June 3, 1991
To: Metro Charter Committee
From: Betsy Bergstein
Regarding: Status Report - Job Announcement for Committee Administrator

The job announcement for the Committee Administrator (attached) is being circulated broadly as the Committee requested. It has been sent to over one hundred locations, including seventy-five off the Metro Personnel Department list, all three Oregon law schools, Reed College, Schools of Urban and Public Affairs and Public Administration at Portland State University and Lewis and Clark; the University of Washington and the Bureau of Government Research at the University of Oregon in Eugene. It has been sent to three separate locations at the Oregon Legislature plus the League of Oregon Cities and the Association of Oregon Counties. A cover memo with a job announcement was sent to individuals who had submitted resumes instructing them to resubmit according to the directions on the job announcements.

An ad ran in the June 2, 1991 Sunday "Oregonian" (attached) and is scheduled to run again Sunday June 9, 1991. The same ad will run in the "Portland Observer" Wednesday June 5 and Wednesday June 12, 1991.

The closing date is June 17, 1991. Applicants were asked to submit a letter indicating their interest in the position, a resume and three references to Post Office Box #9236. This box has been rented for the Committee at the University Post Office. I have two keys.

6. Administers the budget of the Committee at the direction of the Committee.
7. Answers questions from the media and public within guidelines of the Committee defining when responses should be made by the Administrator or instead by the Committee.
8. Establishes and maintains a library of needed reference materials for the Committee.
9. Provides other services as required by the Chairperson on behalf of the Committee or subcommittees.

KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of local and regional government structures and programs, including functions, programs, policies and procedures. Knowledge of public meeting requirements.
2. Ability to: collect information and analyze it effectively; develop and maintain effective working relationships with Committee members, staff and others; work independently with self-initiative; and exercise discretion and good judgment.
3. Skills in communicating effectively both orally and in writing. Good interpersonal skills.

EXPERIENCE AND TRAINING:

Graduation from an accredited university or college with a degree in political science, public administration or related field or equivalent training and education. Experience with public processes including state or local government.

APPLICATION PROCESS/DATES:

This position remains open until June 17, 1991. Please submit a letter, indicating your interest in the position, a resume and three references to P.O. Box 9236; Portland, Oregon 97207 postmarked no later than June 17, 1991.

Questions may be directed to 220-1540.

Job Announcement

Charter Committee Administrator

RECRUITING FOR: Committee Administrator

APPLICATION DEADLINE: June 17, 1991

SALARY RANGE: \$3000 - \$4000/month

DURATION: 12 - 18 months

NOTE: This position is employed by the Metro Charter Committee and shall serve at the pleasure of the Committee. The Metro Charter Committee is an independent citizen committee established by legislation enacted by the 1991 session of the Oregon State Legislature. The Charter Committee is empowered to prepare a proposed charter for the Metropolitan Service District and to place the charter on the ballot for a vote by residents of the Metropolitan Service District at either a statewide primary or general election. Members of this committee have been appointed by the three counties and twenty-four cities within the boundaries of the Metropolitan Service District, the Metro Council, Executive Officer, President of the Senate and Speaker of the House.

GENERAL STATEMENT OF DUTIES:

This position assists the Metro Charter Committee in the planning, scheduling and execution of a work program which will lead to a proposed charter for the Metropolitan Service District.

PRINCIPAL DUTIES:

1. Drafts work plans at the direction of the Committee.
2. Provides or supervises basic research and other information gathering for the Committee.
3. Assures that notice of all meetings of the Committee and any subcommittee is given as required by law; assures that all needed materials are prepared for meetings; and arranges for the appearance of witnesses as requested by the Committee or a subcommittee.
4. Oversees preparation of all Committee documents.
5. Assures all appropriate records are kept on behalf of the Committee.

...ions, computer data entry and financial statement preparation. Lotus 1,2,3 exp is helpful. Must be a self-starter able to work independently. Good benefits plus buying privileges. Send resume with salary requirements to: Controller, PO Box 4448, Portland, OR 97208

ACCOUNTING
Accounts Payable Clerk

Our company has an immediate opening for an Accounts Payable Clerk. The position requires a sound background of education and/or experience in general bkgp & accounts payable.

Candidates should be able to perform routine responsibilities with minimum direct supervision & be able to maintain high standards of integrity & confidentiality

Good communication skills, ability to meet deadlines and to work as a team are important. This position requires overtime work, primarily during the month end closing cycle.

We offer a competitive salary and a comprehensive benefits package. A pre-employment physical and drug screening test will be required. To apply, please send a letter or resume to Brix Maritime Co, attn: Human Resources Manager, PO Box 83018, Portland, OR 97283-0018. Equal Opportunity Employer/AAP

ACCOUNTING CLERK
Rating Clerk needed immediately for our Lake Oswego transportation company. Applicant must be willing to work 4PM-3AM. Qualifications include:
• 2 years accounting experience—preferable rating experience
• Detail oriented
• Computer experience a must

If you possess the above qualities and have a stable work history, send resume with salary history to: Oregonian, Box 4388-M, Portland, OR 97201

ACCOUNTING CLERK
Requires 2 Yrs education or equivalent experience in the Printing Industry. Knowledge of Covalent systems helpful. Non-smoking environment. Send Resume to: Controller, PO Box 14430, Portland, OR 97214

ACCOUNTING CLERK
\$1213-\$1256
Newly Created

Oppty with natl, 7 division corp that is upgrading acctg dept & adding staff. Corp controller seeks motivated individual with min AA acctg or 2 yr college level acctg course work, touch 10 key, solid D/E skills & good people & comm skills. Co provides fully co pd brnt pkg, excd raises & valuable cross-training & you'll enjoy a fast paced professional team environment & excd long term growth potential. App pays fee for appt call Rebecca French, Otc Service Specialist 224-6860.

D. Brown & Associates
INC. AGENCY 610 SW ALDER

ACCOUNTING clerical position for manufacturer in Parkrose area. Must have 2 yr degree in acctg or equiv exp. Computer exp & light typing. Also excellent communication skills, excellent work habits & willingness to learn. Salary depending upon exp. Send resume to: Personnel Dept, PO Box 30839, Portland, OR 97230.

ACCOUNTING CLERK.
We are looking for a "numbers" oriented person that has 1-2 yrs exper in A/P & P/R. The position would also require General Ledger work. This is an excd oppty for the right person to gain additional exper in the accounting field. Please send resume & cover letter to Oregonian, Box 4302-H, Portland, OR 97201

ACCOUNTING CLK/G.O.
\$1126

Recent Promo Creates Oppty with stable & highly respected natl firm. You'll receive 2 raises first yr to \$1300 mo & co provides excd brnt pkg that incl free parking - this firm enjoys an especially friendly team atmosphere & has very little turnover & a history of no lay-offs. You need a strong desire to make a long term commitment to this co, min 1 yr accting clk exp, 10KBT & good computer skills & typing 45 wpm. Super mgmt team, great co-workers & a fast-paced "never boring" environment makes this a definite first rate oppty. App pays fee. For appt call JoAnn Saugstad, Otc Service Specialist, 224-6860

D. Brown & Associates
INC. AGENCY 610 SW ALDER

Requirements include: Bachelor's degree in Accounting plus a CPA. A minimum of 2 years of supervisory experience in a distribution company is highly desirable. The position requires strong communication, administrative and computer skills.

We offer a competitive compensation and benefits package. This is a smoke-free environment. Pre-employment drug screen may be required. Please send a cover letter and salary history to:

PRP Recruiter
PO Box 55
Troutdale, OR 97060

We accept applications & resumes only for open positions. Unsolicited applications & resumes are not accepted. Equal Opportunity Employer

ACCOUNTING MANAGER for SW manufacturing co. Send resume in confidence to Oregonian, Box 4373-M, Portland 97201

ACCOUNTING
Small, non-smoking, Gresham area accounting office. Knows ACCPA & CMA. P/R P/R taxes. 5 yrs experience. Salary commensurate. Oregonian, Box 4225-M, Portland OR, 97201

ACCOUNTING— See blind ad for Financial Aid Administrator under Financial

ACCOUNTING— Controller for growing NW business, accounting full charge. 5 yrs experience, \$18-\$22,000 year. Send resume to: Oregonian, Box 4247-M, Portland, OR 97201

ACCOUNTING/SECRETARY
Portland based Mfg & supply Co. seeks individual with background that includes skills in cost accounting, record keeping, order entry & typing. Computer/Word Processing exp helpful. Success at this position requires flexibility and common sense. Salary commensurate with exp. Send resume to: Oregonian, Box 4404-M, Portland 97201

ACCOUNTS PAYABLE clerk for retail fabric store, requires A/P experience, some accounting knowledge, computer skills preferably Lotus, data entry, 10 key by touch, 50 wpm typing. Send resume to: Mill End Store, 6300 SE McLoughlin, Portland 97202, 236-1234

ACCOUNTS PAYABLE CLERK
\$1600

Someone Who Knows Their "Stuff"
will be rewarded with daily appreciation, excd brnt pkg & great raises by this thriving wholesale firm. This long established firm enjoys very little turnover, superb team spirit & you'll love the professionally friendly atmosphere, fast pace & variety this hi volume position provides. You need min 1-3 yrs A/P exp, touch-10 key & good IBM D/E skills + good phone & people skills to deal with vendors daily. App pays fee but co is nego on 1/2. For appt call Edie Medisch, Otc Service Specialist 224-6860.

D. Brown & Associates
INC. AGENCY 610 SW ALDER

ACCOUNTS Payable Specialist. 25 hrs wkly. Detail oriented person. 2 semesters college level accounting, 1-2 yrs exper in accounts payable preferred. \$6.50-\$7.50 hrly, excel benefits. Send resume to: Oregonian, Box 4302-H, Portland, OR 97201. Deadline June 15, 1991. Equal Opportunity Employer

ACCOUNTS PAYABLE
Experienced A/P person needed by small, progressive, long established SE Plid Co. Must enjoy variety. Competitive salary, excellent benefits in casual office. Send resume to: PO Box 82345, Plid, OR 97202-0345

ACCOUNTS RECEIVABLE
Medical laboratory has a Full Time, 8:30-5:30 M-F opening in the Billing Dept. Duties include posting A/R, ins. submissions, & phones. Former experienced & good phone skills a must. Excellent benefits. Send resume to HR, P.O. Box 5050, Portland, OR 97208. Equal Oppty Employer

ACTIVIST
AFFORDABLE HEALTHCARE NOW!

Oregon Fair Share is working the passage of SB-790, The Oregon Healthcare for all act. We need your help! We're hiring 6 people to fill our membership outreach and education staff. Work Mon-Fri 1:30 to 9:30 pm. Salary \$14K-\$25K. Paid training. Travel & advancement opportunities. For info and interview, call 239-7611. Equal Opportunity Employer.

Atlas Telecom
Personnel Director KW
P.O. Box 9127, Portland, OR 97207

Administrative Assistant

Busy Arch/Engr firm is looking for a special individual to assist project managers. The position involves word processing, spreadsheets, project scheduling, contract administration, and other varied duties. We're looking for someone who's organized, efficient, assertive and will fit our team. You must have experience in WordPerfect and Lotus 1-2-3. Familiarity with graphics, databases, and other programs desirable. Experience with design firms is a plus.

We offer competitive salaries, a full range of benefits, and a pleasant work environment.

Please send resume to Letitia Weikel, OTAK, P.O. Box 1379, Lake Oswego, OR 97035. NO phone calls please.

ADMINISTRATIVE ASST.

Responsible position avail using clerical (typing, filing), telephone, marketing & light bkgp skills. College degree & experience preferred. Salary commensurate w-ability. Send resume: Oregonian, Box 4396-M, Portland, OR 97201

ADMINISTRATIVE

Administrative Assistant needed for our Lake Oswego based transportation firm. Duties will include corporate travel, switchboard relief, general office and corporate support. Minimum qualifications include:
• Typing 60 wpm
• Wordprocessing skills a plus
• Good communication skills
• Flexibility
• Understanding of travel industry preferred

If you possess the above qualities, are looking for a position with plenty of diversification, have a stable work history, send resume with salary history to Oregonian, Box 4391-M, Portland, OR 97201

ADMINISTRATIVE ASSISTANT
Assist the President!

Fascinating career spot for the hot/upt/ Perfect expert with knowledge of commercial construction. Strong organizer with energetic take-charge attitude is ideal to help this busy exec. keep on top of things. Stability, good refs & art skills will be rewarded. Growing successful firm, nice benefits, S.W. locale, upbeat staff. \$1500-\$1600+ DOE. Call Tues; eager to hire. 242-2323.

OFFICE CAREERS, INC.
Always Fee Paid By Employer
1001 SW 5th Suite 1210

ADMINISTRATIVE

Committee Administrator
\$3,000-\$4,000 per month

The Metro Charter Committee is recruiting for a Committee Administrator to assist in the planning, scheduling and execution of a work program which will lead to a proposed charter for the Metropolitan Service District. Applicant must have (1) knowledge of local and regional government, including functions, programs, policies and procedures; (2) a knowledge of public meeting restoration and ability to collect information and analyze it effectively; develop and maintain effective working relationship with Committee members and others; work independently with self-initiative; exercise discretion and good judgment; (3) good communication (oral and written) and interpersonal skills. Experience and training: Graduation from an accredited university or college with a degree in political science, public administration or related field or equivalent training or education. Please submit a letter, indicating your interest in this position, a resume and three references to P.O. Box 9236, Portland, Oregon 97207 postmarked no later than June 17, 1991. The duration of this position will be from 12-18 months with a salary of \$3,000 to \$4,000 per month. Please note that this position is employed by the Metro Charter Committee and shall serve at the pleasure of the Committee. The Metro Charter Committee, an independent citizen committee established by legislation enacted by the 1991 session of the Oregon State Legislature, is empowered to prepare a proposed charter for the Metropolitan Service District and to place the charter on the ballot for a vote by residents of the M.S.D. at either a statewide primary or general election. Questions may be directed to 220-1540.

track and maintain records of company contracts and deliverables, maintain the database and prepare status reports. This position requires:

- BS in Business or the equivalent
- coursework in contracts FAR's and U.C.C.
- 4+ years experience in contract administration and general business.

We encourage and reward creative thinking with benefits like flexible hours, a competitive compensation plan and stock options. If you would like to join a company where innovation is nothing new, send your resume in confidence to: Analogy, Inc. Attn: Sue Schubert (please not position desired), P.O. Box 1669, Beaverton, OR 97075-1669. Analogy is an equal opportunity employer.



Appraisal

Bank of America
Oregon

REAL ESTATE APPRAISAL
JOIN THE NEWLY CREATED BANK OF AMERICA APPRAISAL DEPARTMENT

At Bank of America, our most important is their motivation and skills that build the job done.

Our Appraisal Department is expanding metropolitan area and statewide, responsibilities for Managers, Reviewers, Supervisors, Associate Appraisers and Clerks

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Bank of America offers a competitive benefit program including medical, dental, vision, 401K, life insurance. Appraiser related positions which include salary plus bonus and profit sharing.

Position will be determined based on prior experience.

Send resume immediately to: Oregon Appraisal Department, 10500 SW Green Road, Portland, OR 97223, or call 620-3807. Equal Opportunity Employer M/F/V/H.

Bank of America FOCUSING ON YOU

COMMITTEE ADMINISTRATOR
\$3,000 - \$4,000 per month

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