

CLASSIFIEDS / HELP WANTED / LEGAL NOTICE

City of Shoreline, WA Finance Assistant II (Purchasing) (25 hours per week)

Located in the Finance Department and reporting to the Purchasing Officer, the Finance Assistant II is a journey level position providing financial support services, specializing in purchasing services. Typical tasks include processing of requisitions and purchase orders, locates sources of supply for regular and emergency purchases, contacts suppliers to determine availability and prices, checks materials received for proper quality, quantity, description, specification, condition and price charged and maintains necessary reports.

Ideal candidate; Knowledge of principles and practices of purchasing; knowledge of pertinent federal, state and local codes, laws and regulations; able to interpret and explain financial policies and procedures; able to maintain accurate financial records and prepare related reports; experience with MS Word and Excel; Access experience a plus; able to interact with all departments, vendors, citizens and outside agencies; work cooperatively as a team member. Minimum two years increasingly responsible finance or purchasing experience and equivalent to high school education supplemented by college course work in finance, accounting, purchasing or a related field.

Salary/ Benefits: \$15.23 - \$18.53 an hour (6-step plan); competitive benefit package with full range of medical, retirement, leave; opportunity for City contribution to deferred compensation; Social Security Replacement Plan.

for Application: E-mail/call cwurdema@ci.shoreline.wa.us (206) 546-2622. Web. site; www.cityofshoreline.com/ Closes February 16, 2001, at 4:00 pm. Equal Opportunity Employer.

EARLY CHILDHOOD PROGRAM AIDE I (Job# 20-177)

Work with children 18 mos to 5 yrs in our child care facility at Seattle Central community college. 9 1/2 months/yr, 30 hrs/week, \$1,293.75 - \$1,626.75/mo. Closes 2/13. For details on this and other employment opportunities with the Seattle Community College District, please visit our website @ www.seattlecolleges.com/humanresources or call (206) 587-4155.

TEACHING POSITIONS

For 2001-02 school year - Lakeside School. upper School Physics, Chemistry, History; Math, and instrumental Music; Middle School Art, Librarian, Assistant Director. Visit Lakeside's web page at www.lakesideschool.org for information/ application, or call 206/440-2763. EOE.

DIRECTOR OF MUTUAL HOUSING

Capitol Hill Housing Improvement Program, a growing, accomplished non-profit housing corporation seeks a Director of Mutual Housing. This is a major leadership position and is responsible for the Development and management of our mutual Housing Program which provides community education on cooperative housing as a viable alternative in the continuum of affordable housing in Seattle; and support and training to the residents of the mutual housing program.

The successful candidate will have BA with training or experience in property management, cooperative experience is preferred; MS Word and Excel skills; exceptional communication, problem solving and organizational skills; and must be comfortable working with diverse populations. This is a regular position at 32 hours per week with benefits \$35K - \$45K DOE. To apply, send resume and cover letter to CHHIP, 1406 10th Ave., #101, Seattle, WA 98122, or ccapers-chhip@qwest.net closes, 2/16/01 EOE

DIRECTOR OF QUALITY

The Washington Health Foundation is seeking a successful, highly motivated individual to lead the quality improvement efforts through the programs managed by the Foundation. Position will work with public and private efforts to improve the quality of health in the state. Project management, leadership, strong Communication and supervisory skills required BA and 5 years experience, masters preferred. Health care clinical background and quality improvement experience required. Occasional travel in and out of state. Competitive salary with excellent benefits. Send resume and cover letter to Connie Ray, WHF, 300 Elliott Avenue West, Suite 300, Seattle, WA 98119 or connier@whf.org.

DIRECTOR OF HEALTH ACCESS

The Washington Health Foundation is seeking a successful, highly motivated individual to lead the health access efforts through the programs managed by the Foundation. Position will work with community, state and outside agencies to develop new strategies to expand health coverage and access in the state. Project management, leadership, strong communication and supervisory skills required. BA and 5 years experience, masters preferred. Occasional travel in and out of state. competitive salary with excellent benefits. Send resume and cover letter to Connie Ray, WHF, 300 Elliott Avenue West, Suite 300, Seattle WA 98119 or connier@whf.org.

OFFICE ASSISTANT SUBSTITUTE

Needed at The Little School. Public relations, phone and some computer skills important. Flexibility, desire to work on-call as needed a must. Call Margaret or Toni for further information (425-827-8708).

ADVERTISE IN THE FACTS 324-0552

ACCOUNTING TECHNICIAN

For a non-profit agency providing low-income housing. Resp: full accounting support for 8-10 HUD & Tax Credit properties. Pref. Qualifications: AA in accounting; 2 yrs exp. in property/general accounting; exp. w/HUD supported housing. Exp. w/MAS 90 at FT, \$31,400+/yr DOE & exc. benefits. Resume/cover letter: Archdiocesan Housing authority, HR-ACFT, 1901 2nd Ave, Seattle, WA 98101. EOE

SECRETARY SUPERVISOR (Job#01-26) OFFICE ASSISTANT III(Job#01-27) OFFICE ASSISTANT III (Job#01-28)

for details on these and all other employment opportunities with the seattle Community College district, please visit our website @ <http://www.seattlecolleges.com/humanresources> or call (206) 587-4155.

PROPERTY MGMT. ASSISTANT -

Burien/white Center
Part-time 20 hrs/wk. manage visitors, housing applicants, phones, files, mail, housing application process, tenant reviews 7 vacate process in a busy office. Requiredments include high school diploma or equiv = min 2 yrs. related business office exp. Excellent clerical/communication/ computer skills & high energy a must! Previous property mgmt exp. helpful. \$11.78/hr. + DOE. Submit application & or resuem no later than 2/16/01 to: King County housing Authority, hr Job#01-04, 600 Andover Park W., tukwila, WA 98188. EOE

TO ADVERTISE CALL MARLA B 387-6403

SECRETARY SUPERVISOR (Job #301-26) OFFICE ASSISTANT III (Job #01-28)

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MENTAL HEALTH

Clinical Director - responsible for managing clinical & case management programs. CSW, MHP & CMHS required. Exp. with diverse populations. Skilled in diagnosis, treatment, documentation & supervising. Strong organizational and communication skills. FT, excellent benefits. Salary DOE.

MENTAL HEALTH COUNSELOR

Provide clinical services for youth and families. MSW, exp. with diverse populations & clinical exp. preferred. FT & excellent benefits. Salary DOE. Resumes & letters to 3700 S. Genesee, Seattle 98118. Positions closes when filled. EOE.

MINORITY RECRUITMENT AND ADHERENCE COORDINATOR

Small, growing clinical research company seeks talented individual for a long term, multi-centered prostate cancer prevention trial (SELECT). Initiates and coordinates the development and implementation of minority recruitment and adherence strategies. Send resume to CRAB, 1100 Olive WA #1150, Seattle Wa 98101. See job listing: www.crab.org.

SOUTHEND LAKE WASHINGTON CONDO

1brm 1ba all appl. Available February 1, 2001 \$825. + 550. deposit 425-687-2686

Mt. Zion Baptist Church has 3 office administration openings. Positions close on February 16, 2001. To apply, please send resume and cover letter to Sheila Guy-Snowden, 1426 Harvard Ave. #134, Seattle 98122, sgsnow@oz.net or fax to 206-772-8277.

SECRETARY

Seeking a person who will be responsible for the daily communication, organization, and facilitation projects for the Sr. Pastor and Asst. to the Pastor. Coordinate schedules and correspondence, organize and maintain writing projects, act as the follow-up support for weekly staff meetings, work closely with church officers; may perform other related duties. Excellent communication skills, computer experience with spreadsheets, database, and appointment software. Attention to detail. Salary DOE, Associate degree helpful, 5+ Adm. Exp. required, ft with benefits.

CHURCH OFFICE ASSISTANT

Seeking a motivated person who would like working for a large church organization. Duties will include typing, answering phones, scheduling appointments, filing, data entry, as well as other support duties as needed. We require HS graduate or equiv., excellent communication skills, proficiency in WORD for Windows, computer experience and ability to work as a team member. 5+ years of secretarial/clerical work experience. FT with benefits.

RECEPTIONIST

Seeking a motivated person who would like working for a large church organization. duties will include responding to inquiries and directing callers, greet visitors to rooms, resources and other employees in the church. Ability to work as a team member and ability to communicate effectively by telephone and who is reliable and dependable. May provide clerical support to the Office Administration. SH graduate or equiv., 3+ years

REQUEST FOR BIDS

The King County Housing (KCHA) will accept bids from QUALIFIED CONTRACTORS for labor and materials to replace the emergency call system at the plaza seventeen apartments in Auburn, WA.

Bid opening: 3:00 p.m. Pacific Time on wednesday, February 28, 2001, at KCHA Central Office, 600 Andover Park West, Seattle, WA 98188.

Pre-Bid Conference/Walk-Through: 1:00 pm, Thursday, February 15, 2001, At the jobsite located at 1001 17th St SE, Auburn, WA.

obtain bid packet from KCHA Central Office, 8:00 am - 4:30 p.m. mon- Fri. After Friday, GFebruary 2, 2001. There is a \$10.00 Non-Refundable fee for the Packet. EEO

REQUEST FOR BIDS

The King County Housing Authority (KCHA) will accept bids from QUALIFIED CONTRACTORS For labor and Materials to replace th intercon systems at eight (8) sites within King County and one (1) site in Thurston County.

Bid opening: 2:00 p.m. Pacific time on Wednesday, February 28, 2001, at KCHA Central Office, 600 Andover Park West, Seattle, WA 98188.

Pre-bid conference/walk-through: 10:00 am, Tuesday, February 6, 2001, at Brittany Park Apartment at 18265 First Avenue South, Normandy Park, WA. Additional walk-through inspections may be arranged with five (5) days prior notice through the project manager, Steve Jefferis, at (206) 574-1100.

Obtain Bid Packet from KCHA Central Office, 8:00 am - 4:30 P.M. Mon- Fri. after February 2, 2001. EEO.

One- Bed rm Apartment

For Rent

Call - George
206-722-8847
429-20th Ave.

REQUEST FOR BIDS

The King County Housing Authority (KCHA) will accept bids from QUALIFIED CONTRACTORS for labor and materials to replace gas furnaces in sixty (60) units at Green River Homes in Auburn, WA.

Bid opening: 2:30 p.m. Pacific time on wednesday, february 28, 2001, at KCHA Central Office, 600 Andover Park West, Seattle, WA 98188.

Pre-bid Conference/walk-through: 10:00 am, Thursday, February 15, 2001, at The Jobsite at 1103 9th St SE, Auburn, WA.

Obtain bid packet from KCHA Central Office, 8:00 am - 4:30 pm. Mon - Fri after February 2, 2001. There is a \$10.00 fee for the packet. EEO.

INVITATION TO BID SEATTLE SCHOOL DISTRICT NO. 1 BID NO. B01102 MADRONA SCHOOL MODERNIZATION AND ADDITIONS

Qualified firms are invited to bid on a contract for Bid No. B01102. Sealed Bids will be received until 2:00 p.m. on March 6, 2001 at the Seattle School District's Logistics Center, Purchasing Department, 4141 Fourth Ave S, WA 98134. The Project site is available for inspection by prospective bidders at a pre-bid conference and site walk-through on February 20, 2001 at 2:00 p.m. at the project site, 1121 - 33 Avenue, Seattle, WA 98122. Check in at the school's main entrance. Arrangements will also be made for bidders to access the project site on a scheduled basis. Bidders should contact the Owner's Construction Manager, Heery International, Inc., Bruce Herr, (206) 587-0473 to make arrangements.

Contract documents may be obtained by bona fide bidders at Purchasing services (address above) upon deposit of \$250 per set. The complete legal notice and invitation to bid for this project is being published on February 5 and 12, 2001 in the Seattle Daily Journal of Commerce newspaper.

INTERNET USERS WANTED FREE INFO. \$500.00 - \$5000.00/mo www.broknomor.com