

March 29, 2022

**RECRUITMENT ANNOUNCEMENT
NETWORK ADMINISTRATOR**

JOB SUMMARY:

Under the general direction of the Information Technology Manager, the Network Administrator plans, implements, upgrades, and monitors IT networks and security for the protection of the District's infrastructure and information. This position also manages the District's intrusion detection/prevention systems, security incident and event management systems, and vulnerability management/assessment systems.

ESSENTIAL JOB FUNCTIONS:

Operational Management

Monitor, analyze, and report on the health of the District information systems network connectivity and infrastructure.

Install, administer, support, and maintain network technology, connections, and systems.

Oversee network and computing devices/systems that enforce security policies and audit controls in Windows/Linux environments.

Implement and administer defense-in-depth measures to ensure the confidentiality, integrity, and availability of data on the District network.

Work alongside Support Analyst, Systems Administrators, vendors, etc. to validate and remediate identified vulnerabilities.

Utilize a combination of tools and manual checks to identify and validate vulnerabilities.

Respond to network and security questions and concerns from the District staff.

Assess network architecture and design to ensure that District assets and data are appropriately secured at all times.

Monitor and administer all IT network and security systems including, but not limited to, Firewalls, SIEM, DLP, Multifactor Authentication, Patch Management, Network Access Control (NAC), and Certificate Services.

Inspect servers and workstations for confidential and sensitive content, and develops security measures accordingly.

Strategy & Planning

Work with IT leadership to develop strategies and plans to enforce security requirements and address identified risks.

Conduct operating system, application, and database vulnerability assessments (to include system configuration checks) on various information systems.

Conduct regular research on current vulnerabilities and exploits using publicly available, trusted resources.

Evaluate and provide technical insight into supporting policies for password complexity, account management, mobile device management, etc.

Develop and validate baseline security configurations for operating systems, applications, networking, and telecommunications equipment.

Assist in enforcing existing IT security policies and make recommendations for changes as needed.

Assist in responses to external audits, penetration tests, and vulnerability assessments.

Meets with IT staff to specify application security requirements, review current policies and procedures for applicability, and ensure safe transition of applications to production.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Thorough understanding of Cisco / Meraki network design and administration, including attached network storage appliances.

Experience deploying and managing VoIP in a VLAN environment.

Understanding of Microsoft applications/infrastructure, including virtual and cloud-based environments, and at least a passing familiarity with LINUX.

Ability to communicate effectively with staff and clients in clear and understandable terms, avoiding excess technical jargon.

Strong documentation/reporting skills with the ability to present this information in a manner understandable to leadership and to the public.

Capable of resolving critical software and hardware issues in a time sensitive manner, cognizant of requisite service levels.

Experience administering the following:

- Microsoft server thru 2019 and desktop through V10
- Microsoft Windows Virtualization and Clustering
- Microsoft Active Directory 2012, 2016, 2019
- Microsoft WSUS Server
- Microsoft Deployment Services and Deployment Toolkit
- Google Enterprise and G Suite, including GMAIL
- Virtualization via HyperV, Citrix XenDesktop / XenApp, or VMware Horizon 7
- Cisco Meraki Switches, AP's and software or similar network and security infrastructure
- Familiarity with Android based mobile solutions, including MDM software

Desirable experience administering the following:

- Familiarity with Varonis Intrusion Detection Software or similar IDS
- AppAssure and/or Veeam Backups knowledge
- KnowBe4 Security Awareness Solutions
- Broadband communications experience
- Cloud Hosting experience with AWS

SPECIAL REQUIREMENTS:

Valid Oregon Class C driver's license and driving record that demonstrates adherence to safety and traffic laws and regulations.

No criminal conviction which may, in the sole judgment of the District, constitute a threat to property or the safety of others.

REQUIRED EDUCATION AND EXPERIENCE:

Five (5) + years of experience in a network administration and security based technical role with increasing responsibility. Bachelor's degree in Information Systems or Computer Science preferred or equivalent relevant work experience and/or hardware/security certification(s).

IT security industry certification [(ISC) ², ISACA, GIAC, SANS, or EC-Council] from an established organization or a commitment to obtain within one year of hire.

OR

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, skills, and other special requirements listed above.

WORKING CONDITIONS:

Usual office working environment. The work schedule, however, for this position typically fluctuates based upon the needs of a particular event or project, which would require the ability to work a flexible schedule, including late nights, early mornings, weekends, and holidays.

May have prolonged periods of standing or walking.

Some manual labor may be required such as bending, kneeling, squatting and with assistance, push, pull, or carry up to 40 pounds.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED THAT WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit the application to our Administration Office. To obtain an application:

- ❖ Internet: You may download application materials in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from the Salem Area Mass Transit District's Careers page. Refer to specific current job opportunity of interest for application materials. Website: www.Cherriots.org/careers.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Office hours are 8 a.m. to 5 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. mail.

Mail to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Email to: Recruitment@cherriots.org

Resumes in lieu of the original official District application form will not be accepted. Applications may be submitted in person, by email, by fax, or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Employee Benefits

as of 3/1/2021

At time of hire

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with MODA; premium 100 percent paid by District
- **HRA VEBA – Health Savings Account** – \$1000 provided by District annually
- **Employee Assistance Program**
- **Paid Holidays** - *New Year's Day | Martin Luther King Jr. Day | Presidents Day | Memorial Day Independence Day | Labor Day | Veterans Day | Thanksgiving Day | Christmas Day*
- **Vacation Leave** - Accrued bi-weekly according to a schedule of years of service, starting at 0-2 years of service | 3.08 hours bi-weekly | 10 days / year
- **Sick Leave** - 3.70 hours, accrued bi-weekly
- **Unused Sick Leave Cash-out at Retirement** - separation based on hours accrued and length of service
- **Universal Bus Pass** - Eligible on date of hire for employees to ride Cherriots buses for free

After six months

- **Long Term Disability Insurance** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
 - District pays 100% of premium costs
 - \$50,000 Life Insurance Policy for employee; \$2,000 Dependent Life for Spouse; \$1,000 Dependent Life for Children
- **Family Bus Pass** - For eligible dependents to ride Cherriots buses for free

Employee Retirement Plan

- **Profit Sharing Plan**
 - District contributes 5% of employee's earnings, and will automatically match up to an additional 5% of 457 elections, unless waived.

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT
Voluntary Employee-Optional Benefits
(Employee Funded)

- **Voluntary Supplemental Life Insurance**
 - Guaranteed Issue of \$100,000 employee; \$10,000 spouse
- **Deferred Compensation Plan – ICMA Retirement Corporation**
 - Payroll deduction
 - Employee self-contribution
- **LegalShield® and IDShield™**
 - Payroll deduction
- **Cafeteria Plan - Flex Spending Account**
 - Payroll deduction

NOTE:

This is only a summary of benefits provided by Salem Area Mass Transit District for employees and dependents and should not in any way be construed as the full information on these benefits. For further details and requirements, please refer to Personnel Policies and Contracts of Insurance.