

December 5, 2022**RECRUITMENT ANNOUNCEMENT
CAPITAL AND PROJECT CONTROL MANAGER****POSITION PAY RANGE:
\$88,574.17 - \$126,285.60
PLUS EXCELLENT BENEFITS PACKAGE****OPEN UNTIL FILLED****Who We Are**

The Salem Area Mass Transit District, known locally as Cherriots, is a successful and highly regarded public transit system. We are a mission-minded, values-driven organization that strives every day to deliver a world-class customer experience. We provide local, regional, and paratransit service throughout Marion and Polk counties. But we're not just about transportation. We're changing lives by increasing access to jobs, shopping, and educational opportunities along with providing businesses with access to a larger workforce. And we assure people that they will be able to access recreational, social, faith-based, and other activities, without the need of a car.

About the Role

Under the administrative supervision of the Deputy General Manager, this position assists in the development and administration of the District's Capital Improvement Plan (CIP), Capital Budget, and Capital and Operating Project Controls. This position assists with identifying funding sources to support existing and planned District-wide activities, as well as develops proposals, writes project descriptions, compiles information required by third party entities, and participates in grant application development and submission. This position coordinates with internal project managers to ensure projects are progressing appropriately in accordance with the CIP. This is accomplished by working closely with project managers to develop the District's Capital Improvement Plan, assisting with the creation of the annual Capital Budget, keeping strong project controls, coordinating with vendors and funding agencies, and partnering in the development

funding applications. Additionally, this position serves as the District's Disadvantaged Business Enterprise Liaison Officer (DBELO).

Disadvantaged Business Enterprise Liaison Officer (DBELO):

The DBELO is responsible for implementing all aspects of the DBE program and ensuring that Cherriot's complies with all federal provisions. In this role, the DBELO has direct, independent access to the General Manager/CEO concerning DBE program matters. The DBELO is responsible for developing, implementing, and monitoring the DBE program, in coordination with the Deputy General Manager and appropriate Finance Division staff.

How You Will Make an Impact as Capital and Project Control Manager

- Maintains and develops project databases and related software.
- Serves as project manager for projects identified by the Deputy General Manager.
- Provides timely, accurate, and concise ad-hoc budgetary and financial analysis.
- Participates on the Capital Program Committee and provides information to project managers and committee members.
- Gathers project information from project managers to include in Capital Improvement Program.
- Prepares reports on capital projects and sources of funds.
- Plans, organizes, and coordinates the implementation of project controls for new and ongoing capital projects.
- Interprets and communicates capital project requirements and participates with project managers with developing project budgets and timelines, including cost control policies, procedures, and process improvements.
- Monitors and analyzes capital project budgets, monitors sources of funds, invoices, purchase orders, expenditures, and timelines.
- Works with Finance Division to monitor and report on quarterly project drawdowns.
- Assists project manager(s) through the entire procurement process.
- Provides quarterly project updates to the Executive Leadership Team and Senior Leadership Team members.
- Reviews and provides direction on the annual Federal Transit Association Circular changes and updates.
- Performs additional duties as assigned.

How You Will Make an Impact as Disenfranchised Business Enterprise Liaison Officer

- Gathers and reports statistical data and other information as required by the Dept. of Transportation.
- Reviews third party contracts and purchase requisitions for compliance with the program.
- Works with all departments to set overall annual goals.
- Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
- Identifies contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals attainment) and identifies ways to improve progress.
- Analyzes Cherriot's progress toward attainment and identifies ways to improve progress.
- Advises the Board of Directors and Executive Leadership Team on DBE matters and achievements.
- Participates in pre-bid meetings.
- Provides DBEs with information and assistance in preparing bids, obtaining bonding, and insurance.
- Plans and participates in DBE training seminars.
- Works with the Procurement Department to provide outreach to DBEs and community organizations to advise them of opportunities.
- Monitors the State directory on certified DBEs.

What You Will Need to Be Successful in this Role

- Formal Education: Work requires broad knowledge in a general professional or technical field. Knowledge is typically acquired through four (4) years of an accredited college or university resulting in a bachelor's degree.
- Experience: Minimum of five (5) years' experience in grants writing, capital project plan management, cost analysis, capital accounting, grants accounting and/or project controls. Relative experience in DBE administration is desired.

OR

- Any satisfactory equivalent combination of related experience and training which provides the required knowledge, skills, and abilities. SAMTD reserves the right to determine the equivalences of education and experience.

- Participate in the grant writing process and other resource development activities, proposals, and articles for publication that conform to prescribed style and format using computer software programs.
- Draw programming connections and identify related goals between programs and departments that will both facilitate the District's strategic plan and be more competitive when reviewed by funding agencies.
- Remain abreast of federal and state grant/contract programs.
- Analyze and interpret financial data and complex legal documents in the preparation of financial and administrative reports.
- Conduct research, extract statistics, analyze findings, prepare and present clear and precise recommendations and reports.
- Work with mathematical concepts such as probability and statistical inference.
- Ensure accurate and timely submission of financial reports to various governing agencies.
- Conduct advanced internet searches.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals while organizing information clearly and precisely.
- Effectively present information to executive management and various outside agencies/partnerships.
- Utilize effective time management skills to manage multiple priorities, assigning deadlines as needed.
- Exercise discretion, maintain strict confidentiality, and adhere to ethics standards.
- Strong interpersonal and effective communication skills, both written and verbal.
- Establish and maintain effective working relationships with employees and other agencies to include handling difficult people and situations.

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.

Working Conditions

- Primarily an office working environment. However, on occasion, incumbent is required to perform duties in areas that may expose them to loud noise, severe weather conditions, and fumes: within a bus maintenance shop environment, while riding transit vehicles, or while being outdoors.
- Must travel occasionally to attend meetings and conferences or to investigate safety and risk management related matters.

- Is required to respond to emergencies on short notice at any hour, and provide own transportation to emergencies.

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: 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.

Equal Opportunity Employer

As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. We are committed to providing reasonable accommodations to applicants and employees who need them because of a disability or practice or in observance of their religion, absent undue hardship.



SALEM AREA MASS TRANSIT DISTRICT

Exempt, Non-Bargaining Benefits *as of 7/1/2022*

At time of hire

- **Medical and Prescription Insurance** with your choice of Regence Blue Cross Blue Shield or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with Delta Dental - 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 | Juneteenth | 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
- **Administration Leave** - 2.47 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** - Reliance Standard premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Reliance Standard
 - 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.