

May 28, 2026

Recruitment Announcement Executive Assistant

**Position Hourly Range: \$29.77 - \$42.44
Excellent Benefits Package****Open Until Filled**

Who We Are:

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

About the Role:

Under the administrative direction of the Deputy General Manager, the Executive Assistant performs a wide variety of moderately complex clerical and administrative, executive-level support services. The position serves as key administrative support to the Deputy General Manager, provides administrative assistance to other departments within the Deputy General Manager Division, and coordinates Cherriots activities as prescribed.

Duties:

- Provides complex administrative support to the office of the Deputy General Manager and various organizational committees, such as formatting and typing various reports, correspondence, legal notices, and other documents from a wide range of source materials; photocopying; disseminating information; scheduling meetings; producing a weekly calendar for media/internet publication; making conference registrations and travel arrangements.

- Approves appropriate expenses, purchases, and reimbursements per division budget. Creates and maintains financial records that may include preparing forms; verifying appropriateness and accuracy of charges; processing and reconciling expenses, accounting transfers, and/or appropriation changes.
- Manages Deputy General Manager's and/or division calendars that may include complex scheduling arrangements involving multiple parties and conferences, travel, etc. Sets up and cancels meetings based on knowledge of the subject and attendees. Coordinates large-scale and/or complex events and ensures that all logistics, including advertising, registration, speakers, travel arrangements, venues, catering, and technology, are in place.
- Provides support and assistance for meetings and special projects, including arranging meeting logistics, coordination of staff work, preparation and distribution of meeting and project materials, and related duties. Prepares and monitors follow-up of action items from meetings and for special projects, as necessary.
- Maintains a high level of confidentiality with information and documents flowing through the Deputy General Manager's office.
- Schedules appointments and completes registration and travel arrangements for all division staff. Schedules meeting rooms and arranges for routine technology and refreshments for internal and external meetings.
- Takes and transcribes high-level Executive Leadership Team (ELT) and other committee meeting minutes.
- Coordinates the activities of the Citizens Advisory Committee (CAC). Serves as information liaison and key point of contact for all CAC members.
- Tracks meeting agenda items; initiates agenda preparation process; follows up with executive and senior management staff to ensure needed materials are prepared for the agenda.
- Proofreads documents and assists with writing documents for management approval.
- Serves as recorder for division meetings, as assigned.
- Monitors division office materials and supplies, and prepares documentation to re-order when necessary.
- Ensures a commitment to safety through consistent and professional behaviors while performing job duties. Demonstrates that safety is a fundamental value that guides all aspects of our work.
- Provide assistance to the Deputy General Manager with special tasks and projects, as needed.
- Performs routine clerical tasks in support of other Cherriots divisions.
- Serve as backup to the Executive Assistant for the General Manager/CEO.
- The ability to consistently adhere to a defined work schedule, and be present onsite, is crucial to the successful performance of this role's job duties and responsibilities because the essential duties of this role require reliable presence for planned or unplanned in-person meetings, and other interactions necessary to

operate efficiently, including the communication of assignments to and from managers, and other day-to-day activities to serve internal and public access needs.

- Performs additional duties as assigned.

What You Will Need to Be Successful in This Role:

- Communicate both orally and in writing, concisely and clearly, using proper business English, spelling, and punctuation.
- Act as a positive representative of Cherriots and interact with the general public using courtesy, tact, and good judgment.
- Work cooperatively with others; be respectful of co-workers; promote teamwork.
- Performs responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Considerable knowledge of clerical and administrative procedures.
- Maintain confidential information.
- Report to work on a regular and predictable basis.
- Be self-starting and proactive.
- Carry out work assignments and tasks while meeting time, quality, and quantity expectations.
- Skill in basic arithmetic and making arithmetical computations and tabulations quickly and accurately.
- Considerable skill in using personal computers and Windows-based word processing, spreadsheet, and presentation applications; ability to type at a high rate of speed.
- Considerable skill in taking and transcribing meeting minutes in an accurate and concise manner.
- Understand the importance of confidentiality.
- Perform job functions safely.

Education and Experience:

- Associate's degree with additional college-level coursework.
- Degree in Business Administration or similar.
- One (1) to three (3) years of experience performing complex clerical duties; Public Sector employment a plus.
- Must present Cherriots with a valid Oregon driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Candidates with any satisfactory combination of related experience and training that equips them with the required knowledge, abilities, and skills for this position are encouraged to apply. Cherriots reserves the right to determine the equivalences of education and experience.

Special Requirements:

- Must present Cherriots with a valid Oregon driver's license and maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Successfully pass a background check and an education verification, if applicable.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally lifting or moving up to 30 lbs. is also required.

Working Conditions

- Duties are performed in both an office and field setting.
- May occasionally drive a Cherriots vehicle or ride a bus to perform essential functions of the position.
- Must travel occasionally to attend meetings and conferences.
- May attend occasional evening meetings.

To Apply:

Applications are preferred over resumes.

If you have any questions about the application or selection process, or if you need an accommodation at any stage, please contact our Human Resources Specialist at recruitment@cherriots.org or 503-361-7502. They're your go-to resource for anything related to the application process.

To obtain an application:

- **Email:** Request that an application and recruitment announcement be sent by emailing recruitment@cherriots.org.
- **Internet:** Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from Cherriots' careers page.
<https://www.cherriots.org/careers/>
- **Telephone:** Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- **Fax:** Request that an application be faxed to the Human Resources Department at 503-361-7532.
- **Mail:** Request an application via mail.
Cherriots
Attn: HR Specialist, Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Selection Process:

- The candidate will be notified via email within two weeks of submitting their application regarding the status.
 - Resume review
 - Application review
 - Panel interview
 - Criminal background check
 - Education verification



SALEM AREA MASS TRANSIT DISTRICT
Non-Bargaining Benefits
as of 7/1/2025

At time of hire

- **Sick Leave** - 3.70 hours, accrued bi-weekly.
- **Vacation Leave** - Accrued bi-weekly. Accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **11 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day & the Day After
 - Christmas Day
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated contribution at time of hire.
- **Employee Assistance Program (EAP)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherrlots buses for free.

Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - PacificSource or Kaiser Permanente - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District.

MORE
BENEFITS 



SALEM AREA MASS TRANSIT DISTRICT

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After completion of Trial Service

- **Long Term Disability Insurance** - Reliance Standard.
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard.
 - \$50,000 for employee - 100% paid by District.
 - \$2,000 for spouse - 100% paid by District.
 - \$1,000 for dependents - 100% paid by District.
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement.
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions.
- **Family Bus Pass** - Eligible dependents ride free.

Voluntary employee funded benefits

- **Voluntary Supplemental Term Life Insurance** - Reliance Standard.
 - Guaranteed issue of \$100,000 for employee, \$20,000 for spouse, and \$15,000 for child(ren).
- **Deferred Compensation Plan** - MissionSquare Retirement.
- **Legal and Identity Protection** - LegalShield and IDShield.
- **Flexible Spending Account (FSA)** - Professional Benefits Services.

NOTE:

This is a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.