

November 6, 2025

Recruitment Announcement Information Technology Manager

Position Salary Range: \$104,605.91 - \$149,143.03**Excellent Benefits Package****First Review of Applicants:** January 2, 2026

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 Information Technology Manager manages the day-to-day operations of the Cherriots Information Technology Operations Department (IT) and coordinates with other departments throughout Cherriots to ensure that current and anticipated IT needs are adequately addressed within the capacity of Cherriots resources. This involves planning, maintaining, and providing ongoing management oversight of IT systems, networks, telecommunications, and Intelligent Transportation Systems (ITS) functions. The IT Manager will lead Cherriots cybersecurity posture, digital transformation initiatives, and vendor/contract management to ensure resilient, scalable, and customer-focused technology services.

Duties:

- Manage and direct the activities of professional staff to accomplish functions related to developing, improving, and maintaining a centralized automated voice and data information system.
- Budget and plan for information processing system resources, including

equipment, software applications, and facilities.

- Oversee evaluation for new hardware and applications with respect to their use in meeting organizational plans and objectives.
- Ensure continuous attention to workplace safety.
- Develop and manage information cybersecurity standards, procedures, and guidelines for all information systems.
- Participate as a member of the leadership team, contributing to policy-level discussions and serving on designated management teams.
- Initiate and manage strategic planning and policy development for information systems in collaboration with other Cherriots managers.
- Work closely with department administrators to define long-range information processing and reporting needs, establish priorities and a system of controls to monitor progress, and coordinate development activities in the context of a long-range computerization plan; and suggest revisions to goals, priorities, and the long-range plan as experience, requirements, and technology evolve.
- Project personnel, equipment, and supply needs, and develop and monitor operational and capital budgets with the framework of a long-range plan and other Cherriots priorities.
- Coordinate the provision of computer training and provide direct training, when necessary, for all Cherriots staff.
- Direct the work of independent consultants, technicians, vendors, and programmers.
- 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.
- Perform additional duties as assigned.

What You Will Need to Be Successful in This Role:

Knowledge Of

- Server, desktop, and network hardware and software operations, administration, and maintenance;
- Local area network design concepts and client/server strategies and technologies, problem diagnosis, and resolution techniques;
- Technological innovations related to PC-based computing strategies;
- Advanced statistical and analytical procedures, and project management techniques; software design principles and methodologies;
- General management principles and theory necessary to effectively manage the IT Department, motivate its staff, and contribute to the overall strategic direction of Cherriots;
- General concepts of telecommunications strategies and implementation options;

- The latest releases of commonly-used software to include: Linux and Microsoft Windows-based server operating systems, Microsoft Office applications, desktop publishing applications, and Windows-based database programs;
- Budget processes and methods, workflow management, and safety precautions and regulations;

Ability To

- Work flexible hours as appropriate, including the provision of 24-hour, 7-day-a-week on-call technical support, when necessary, as a shared rotation of responsibility among IT staff;
- Maintain an understanding of current developments in IT applicable to Cherriots work environment and anticipate technology advancements that may affect IT recommendations and decisions or Cherriots efficiency;
- Work closely with all departments to identify and provide solutions to information needs;
- Utilize effective training techniques in the provision of day-to-day computer support to all staff;
- Formulate and administer a departmental operating budget;
- Develop and produce written reports, and deliver effective oral presentations;
- Develop and maintain long and short-range computerization plans and budgets;
- Effectively supervise technical IT staff, including the work of system analysts and independent consultants;
- Carry out broad directives with little direct supervision, with a demonstrated ability to plan and organize workflow, including the establishment and measurement of department goals, timelines, and standards;
- Use a workplace computer in a local area network (LAN) environment, including word processing, spreadsheet programs, statistical packages, and databases;
- Work as an effective management team member and establish and maintain effective working relationships with those contacted in the course of work;
- Meet position attendance requirements, work safely, and perform job functions in a timely and accurate manner;
- Communicate effectively with other employees and the general public using courtesy, tact, and good judgment, and act as a positive representative of Cherriots. Physical abilities as may be described in an attachment;
- Perform job functions safely.

Education and Experience:

- Bachelor's degree in Computer Science, Information Technology, Information Systems, or Management Information Systems.
- Five years supervisory/management experience in a similar position, with working knowledge of Microsoft networks; Public Sector employment is a plus.
- 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.
- Some manual labor may be required, such as bending, kneeling, squatting, and, with assistance, pushing, pulling, or carrying up to 75 pounds.

Working Conditions

- Duties are performed in both an office and a field setting.
- The work schedule for this position typically fluctuates based on 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.
- Subject to call on a 24-hour basis.
- May have prolonged periods of standing or walking.
- Must travel occasionally to attend meetings and conferences.

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, if applicable



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

At time of hire

- **Sick Leave** - 3.70 hours, accrued bi-weekly.
- **Admin Leave** - 2.47 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
- **10 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
 - 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 Cherriots 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





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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.