

January 3, 2023**RECRUITMENT ANNOUNCEMENT**
Intelligent Transportation Systems Administrator**Position Pay Range: \$78,087.02 - \$111,333.42**
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 services 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:

The Intelligent Transportation Systems (ITS) Administrator is responsible for administering the District's transit-focused technology. This technology includes but is not limited to, Computer Aided Dispatch (CAD), Automated Vehicle Location (AVL), video surveillance, radio, cellular, fare collection, Automated Passenger Counter (APC), video recording, and other Intelligent Transportation Systems (ITS) on Cherriots Fixed Route, and Paratransit fleets.

How You Will Make an Impact:

- Manage the design and architecture, troubleshoot, test, analyze, install, and correct the CAD/AVL systems, radio systems, video surveillance systems, automated passenger counting systems, Fare Collection Validators (FCV), and other on-vehicle systems as well as digital signage and platform technologies.
- Manage the systems related to service including real-time sign systems, Enterprise Asset Management (EAM) systems, fuel tracking systems, GTFS data feed, and more. This position will also be forward-thinking, performing analysis and research on the array of new technologies and assisting Cherriots in making smart

technology decisions for future implementations. Coordinate with District staff, vendors, consultants, and contractors on the acquisition, deployment, and maintenance of transit-focused technology.

- Research technology, current trends, and practices in the transit industry and advise management on appropriate improvements, enhancements, and opportunities.
- Ensure effective integration of vehicle-based electronic systems with existing District technology infrastructure and data systems.
- Assist with the development of specifications, documentation, procedures, and training materials relating to transit-focused technology.
- Assist maintenance personnel with troubleshooting, diagnosis, and repair related to transit-focused technology.
- Assist in the acquisition of and reporting for grants used for procurement of transit-focused technology.

What You Will Need to Be Successful in This Role:

- Extensive knowledge, ability, and skill in the administration, installation, repair, and support of hardware and software used in transit-focused ITS.
- Extensive knowledge, ability, and skill in diagnosing and resolving technical problems using a structured, analytical approach.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.
- Ability to work in a timely and accurate fashion on multiple concurrent tasks with frequent interruptions.
- Ability to interact positively with a variety of possibilities internally and externally.
- Ability to maintain strict confidentiality.
- Knowledge, ability, and skill in information technology systems and processes, including, but not limited to, Windows Server and Desktop OS.
- Knowledge, ability, and skill in the coordination of complex, multi-department projects.
- Knowledge, ability, and skill in electronics, vehicle mechanics, radio communication (digital and analog), and cellular communication.
- Knowledge, ability, and skill in customer service and technical communication.
- Experience with transit-focused technology such as automated personnel counters, fare box, head signs, digital recorders, and vehicle video systems.

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:

- Associate's Degree or two-year technical certificate in computer science, electronics, or a related field.
- Two years of experience installing, configuring, administering, and maintaining transit-focused or vehicle-based technology.
- Or any satisfactory equivalent combination, related experience, and training that provides the required knowledge, abilities, and skills.

Working Conditions:

- Usual office working environment, however, the work schedule 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 pushing, pulling, or carrying up to 40 pounds.

To apply please submit the application to our Human Resources Department.

Applications may be submitted in person, by email, fax, or mail. Cherriots is not responsible for lost or delayed mail.

Resumes in lieu of the official Cherriots application will not be accepted.

To obtain an application:

- ❖ Email: You may request that an application and recruitment announcement be sent to you by emailing recruitment@cherriots.org. Application materials will be sent via email.
- ❖ 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 opportunities of interest at our website: Cherriots.org/careers.
- ❖ Telephone: You may request that an application be sent to you by calling the Human Resources Department at 503-588-2424. Application materials will be sent via email or mail.
- ❖ Fax: You may request that an application be sent to you by faxing the Human Resources Department at 503-361-7532.
- ❖ Mail: You may request an application via mail.

Cherriots
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

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 7/1/2023

At time of hire

- **Medical and Prescription Insurance** - your choice of Regence Blue Cross Blue Shield or Kaiser Permanente - premium is 100% paid by District
- **Vision and Hearing Insurance** - Ameritas - premium 100% paid by District
- **Dental Insurance** - Delta Dental / MODA - premium 100% paid by District
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually
- **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
- **Employee Assistance Program (EAP)** - Confidential assistance with personal problems
- **Universal Bus Pass** - Ride Cherriots buses for free

- **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 Cherriots buses for free

MORE
BENEFITS





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

- **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 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.