

December 8, 2023

RECRUITMENT ANNOUNCEMENT

Network 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 Network Administrator coordinates and maintains the information technology networks for the District. This position reports to the Technology and Infrastructure leadership. The incumbent performs both routine and complex network administration and systems duties, including developing standards, recommending network and/or systems infrastructure changes, installing and maintaining network hardware /software, troubleshooting, repairing technical programs, and coordinating and implementing network security measures. The incumbent is responsible for high-level and long-term design and analysis of the District's network systems.

How You Will Make an Impact:

- Monitor, analyze, and report on network infrastructure and components, including all VoIP, wireless, related components, and implement improvements to performance and security.
- Plan, design, deploy, maintain, and support the District's local area network (LAN), wide area network (WAN), and bus area network (BAN), including firewalls, VPNs, wireless access points, and mobile access routers.

- Analyze and resolve network hardware and software problems in a timely and accurate fashion, and provide end-user assistance and training where required.
- Provide daily network backup and regularly monitor operations of the network equipment. Recommend and install updates to ensure continued operation and act as the technical expert in solving network-related problems.
- Prepare and maintain documentation for local networks, as well as for systems acquired from outside the District. Prepare and maintain technical documentation for hardware.
- Recommend, schedule, and perform network improvements, upgrades, and repairs.
- In support of the systems administrator, manage Microsoft enterprise environment, Microsoft AD, and administer and maintain network end-user accounts, permissions, and access rights.
- Interact with internal clients and vendors as part of engineering and administration activities, including customer support, technical and operational integration, and system maintenance.
- Advise and make recommendations to management on network and other significant information technology issues.
- Provide guidance and technical support to peers and serve as an escalation point for help desk-related issues.
- Support the COOP and disaster recovery personnel with processes related to network services.
- Lead information technology implementation and integration project teams, as required.
- Perform other related duties or special projects, as assigned.

What You Will Need to Be Successful in This Role:

- Proven experience in all areas of local and wide area networks, internet, and wireless systems. Management and administration, including system configurations, setup, troubleshooting, planning, designing, implementing, and user support.
- A strong understanding of Cisco / Meraki network design and administration.
- Proven experience with network capacity planning, network security principles, and general network management best practices.
- Experience with the configuration, monitoring, testing, and administration of backup environments.
- Capable of resolving critical software and hardware issues in a time-sensitive manner, cognizant of requisite service levels.
- Ability to communicate effectively with staff and clients in clear and understandable terms void of excess technical jargon.

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

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 years of experience in network administration with increasing responsibility. Bachelor's degree in Information Systems or Computer Science preferred or equivalent relevant work experience.

OR

- Any satisfactory equivalent combination of 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.