

**August 11, 2022****RECRUITMENT ANNOUNCEMENT  
EXECUTIVE ASSISTANT****POSITION PAY RANGE:****\$24.73 - \$35.26****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 service, 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 direction of the General Manager, performs a wide variety of moderately complex professional level staff support to the General Manager and the Board of Directors. Provides confidential support and research for the executive leadership team. Serves as Clerk to the Board of Directors. The Executive Assistant is expected to apply extensive knowledge of advanced office practices with considerable latitude for independent judgment and action.

## How You Will Make an Impact

- Tracks Board meeting agenda items; initiates agenda preparation process; follows up with management staff to ensure needed materials are prepared for agenda; copies and distributes Board and committee meeting agendas.
- Prepares and distributes agenda packets to the Board, staff, press, and members of the public through printed and electronic communication, including the agency website.
- Prepares and publishes legal notices; conducts ordinance adoption process; prepares for signature and files corporate level legal documents with government agencies to conform to legal requirements.
- Apprises the General Manager and Board of Directors of impending deadlines (e.g., committee vacancies, appointments); assists in ensuring timelines are met; conducts Board and Budget Committee member recruitment and appointment processes.
- Maintains official records and assists in the maintenance of the District's records retention process to ensure proper disposal of written materials and correspondence.
- Schedules, coordinates, and attends all Board of Directors' meetings and committee meetings as assigned.
- Schedules and coordinates Board member filing requirements of ORS 244.050 with the Oregon Government Ethics Commission.
- Schedules and coordinates District meetings conducted in meeting rooms co-owned with Marion County.
- Maintains official records of the District such as the corporate records, the Board meeting records, the Budget Committee records, and the historical files.
- Gathers, edits and assembles agenda packet materials within established timeline for distribution in accordance with public meeting laws.
- Working knowledge of SAMTD programs, policies, and practices to include – Open Public Meetings laws, records retention guidelines, and Roberts Rules of Order.
- Maintains the General Manager's confidential correspondence, policy and contract files.
- Composes reports, correspondence, and complex executive documents.
- Prepares and publishes legal notices according to established procedures and legal requirements.
- Preserves and files all Board-related documents, along with recording and producing official minutes.
- Prepares and oversees all travel arrangements for the General Manager and Board of Directors.
- Tracks Board member meeting attendance and ensures travel expenses and other reports are completed in accordance with applicable laws and policies.

- Provides administrative support to committees and other departments, as needed.
- Arranges Board receptions, functions, sessions, and retreats.
- Performs Notary Public duties for the District.
- Provides back-up to other staff as requested or directed in special projects or as workload necessitates.

### **What You Will Need to Be Successful in This Role**

- High school diploma or equivalent and a minimum of five years of progressively responsible administrative support experience required.
- Must have extensive knowledge of office procedures and have intermediate skills in Windows-based software programs or similar software programs.
- Prior experience working with executive level positions and/or board of directors is highly preferred.

### **OR**

- Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.
- 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 knowledge of clerical and administrative procedures in addition to accuracy with basic arithmetic and arithmetical computations and tabulations.
- Ability to communicate both orally and in writing, in a concise and clear manner using proper business English, spelling, and punctuation.
- Considerable skill in taking and transcribing meeting minutes in an accurate and concise manner.
- Proactive, self-starter who consistently utilizes independent judgment and personal initiative to meet deadlines.
- Effectively carries out work assignments and tasks while meeting time, quality, and quantity expectations that may include short deadlines and high-pressure situations.
- Ability to act as a positive representative of the District and interact with the general public using courtesy, tact, and good judgment.
- Ability to work cooperatively with others; be respectful of co-workers; promote teamwork.
- Ability to use maintain confidential information.

**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 organization, constitute a threat to property or the safety of others.

**Working Conditions:**

- Usual office working environment.
- May occasionally have to drive or take the bus to run errands or attend meetings. If incumbent wishes to drive, incumbent must present district with valid Oregon driver's license and must maintain driving record that demonstrates adherence to safety and traffic laws and regulations.
- Must attend monthly, evening Board of Director meetings and other occasional evening meetings.

## 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](http://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](mailto: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  
**Non-Bargaining Employee 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
- **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.