

August 9, 2019

**RECRUITMENT ANNOUNCEMENT
SYSTEM ADMINISTRATOR**

**SALARY RANGE: \$67,341.22 - \$87,679.87
PLUS EXCELLENT BENEFIT PACKAGE**

**FIRST REVIEW DATE: August 30, 2019
Open until Filled**

JOB SUMMARY:

Under the general direction of the Information Technology Manager manages in-house and cloud based computer software systems, servers, and storage to ensure high availability of the District's supported applications.

ESSENTIAL JOB FUNCTIONS:

Operational Management

Manage virtual and physical servers with Windows Server 2003 – 2016 and RHEL LINUX operating systems

Manage Active Directory, and server and workstation patching with WSUS

Manage physical, virtual and cloud based server environments

Manage domain controller configuration and group policy administration

Administrate Database instances running MS SQL, SyBase and MySQL, including ODBC connections to relational databases

Maintain documentation about current environment setup, standard operating procedures, and best practices

Manage end user accounts, permissions, access rights, and storage allocations in accordance with best practices

Ensure data integrity through maintenance of regular system snapshots, as well as routine system backups and restores

Anticipate, mitigate, identify, troubleshoot, and correct hardware and software issues on servers, and workstations. Escalate incidents as necessary

Practice server asset management, including maintenance of server component inventory and related documentation and technical specifications information

Recommend, schedule, and perform hardware and software upgrades, patches and reconfigurations

Develop system availability and performance reports in response to business user and management needs

Manage vendors, outsourcers, and contractors to secure software products and services

Build and deploy new servers on the network as needed

Other duties may be assigned

Strategy & Planning

Support capacity planning and the development of long-term strategic goals for systems and software in conjunction with the IT team, end-users and department managers

Working with the Network Administrator, identify primary and backup roles for shared systems and infrastructure duties

Working with the Network Administrator, ensure the security of the server infrastructure by implementing industry best-practices regarding privacy, security, and regulatory compliance

Working with the Network Administrator, oversee the upkeep of an industry best practice approach to server and storage lifecycle management

Assist with the development, maintenance and adherence of technology related district policies

Work with management to maintain the IT portion of the districts Continuity of Operations Plan and arrange routine DR exercises to test compliance

Acquisition & Deployment

Coordinate with network engineer and database administrator functions to implement desktop and server systems that utilize industry best practices to meet District objectives

Deploy workstations, servers, printers, scanners, and consult in the definition of physical and virtual desktop work environments

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

3-5 years of experience in a technical role with increasing responsibility.

Thorough understanding of Microsoft applications/infrastructure, including virtual and cloud based environments.

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 to the public.

Senior level analytical/troubleshooting and organizational skills as the position is the top level of escalation for assigned systems administration technical matters.

Capable of resolving critical software and hardware issues in a time sensitive manner, cognizant of requisite service levels.

Microsoft Active Directory 2008, 2012, 2016

Microsoft file and print services

Microsoft Server thru 2017 & desktop thru V10

Microsoft Office 2010/2013/365

Microsoft Systems Management Server - SCCM 2012

Microsoft SQL or MySQL database administration

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

Virtualization via HyperV, Citrix XenDesktop / XenApp, or VMware Horizon 7

NAS and SAN storage management, and MS DFS

IOS and Android based mobile solutions

LINUX, preferably RHEL or CentOS

AppAssure and/or Veeam Backups

SAP/SyBase Database administration

Google Enterprise & G Suite including GMAIL

SPECIAL REQUIREMENTS:

Ability to obtain and maintain a 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:

Associates Degree in a related technical discipline is required, Bachelor Degree in Information Systems, Computer Science or equivalent discipline is desirable with relevant transit or public sector work experience a plus. Applicable Hardware/software certification may be considered in place of education requirements.

OR

any satisfactory equivalent combination of related experience and training which provides 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 push, pull, or carry up to 40 pounds. This would include but not be limited to the set up/take down of various displays, tables, signs and other items generally associated with public outreach and marketing events.

Work will be both indoors and outdoors - on occasion there is direct exposure to all weather conditions

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK WHICH MAY BE ASSIGNED WHICH WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

TO APPLY:

Please submit our 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 Salem Area Mass Transit's District Employment page. Refer to specific current job opportunity of interest for application materials. Website: www.cherriots.org/careers
- ❖ In Person: You pick-up application materials from Human Resources Department located at 555 Court St NE Salem, Oregon 97301. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By Telephone: You may request that an applicant packet be sent to you by calling our Human Resources Department at 503-588-2424. Application materials will be sent via U.S. Mail. Our office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.
- ❖ By U.S. Mail: Application materials may be requested via U.S. Mail.

Mail or deliver to: Salem Area Mass Transit District
Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

OR

Or email to: Recruitment@cherriots.org

Faxes or resumes in lieu of original official District application form not accepted. Applications may be submitted in person, by e-mail or by mail; however, Salem Area Mass Transit District is not responsible for lost or delayed mail.

AN EQUAL OPPORTUNITY EMPLOYER

NOTE: Under the provisions of the Immigration Reform and Control Act of 1986, Salem Area Mass Transit District will require any person hired or rehired to provide evidence of identity and eligibility for employment.



SALEM AREA MASS TRANSIT DISTRICT
Non-Exempt, Non-Bargaining Employee Benefits

as of 7/1/2019

At time of hire

- **Medical and Prescription Insurance** with your choice of PacificSource or Kaiser Permanente; premium 100 percent paid by District
- **Vision and Hearing Insurance** with Ameritas; premium 100 percent paid by District
- **Dental Insurance** with Oregon Dental Service - 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 | Presidents Day | Memorial Day | 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** - Regence Life & Health Insurance Company premium 100% paid by District
- **Life Insurance, Accidental Death and Dismemberment Insurance** - Regence Life & Health
 - 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 Plans

- **401(a) Money Purchase Plan** (Defined Contribution Plan)
 - District contributes 10% of employee's earnings
- **Floor Offset** (Defined Benefit Retirement Plan) - based on formula

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.