

NOVEMBER 29, 2021**RECRUITMENT ANNOUNCEMENT
SECURITY COORDINATOR****POSITION PAY RANGE:
\$62,441.31 - \$89,026.37
PLUS EXCELLENT BENEFITS PACKAGE****OPEN UNTIL FILLED****JOB SUMMARY:**

Under the general direction of the Security and Emergency Management Manager, performs a wide variety of administrative duties of more than average complexity overseeing and coordinating the District's security efforts.

ESSENTIAL JOB FUNCTIONS:

Responsible for data collection and analysis for transit security-related incidents. Work with the District staff, private security provider, and local and state law enforcement agencies, ensuring the quality and timeliness of all security related data. Research, analyze, and prepare reports and supplemental documents related to security issues and regulations.

Develop and produce periodic and ad hoc reports on all security-related incidents, including Cherriots Local, Cherriots Regional, Cherriots LIFT, Cherriots Shop and Ride, park and ride lots, transit centers and all other Cherriots-owned properties.

Develop, implement, and maintain a statistical database to be used in the development of organizational programs and training materials for employees.

Perform physical security inspections of facilities. Evaluate existing and proposed facilities, conditions, and practices to ensure incorporation of proper security and crime prevention measures.

Perform the duties of the Cherriots tow coordinator for towing of citizen-owned vehicles from park and rides lots and other Cherriots properties. Research license plate

information to identify registered owner after warnings have been posted on vehicles for parking violations, as directed.

Receive and coordinate response to citizen complaints and questions related to parking citations and warnings issued on Cherriot's property and security-related actions or investigations. Properly process department commendations.

Respond to significant system safety and system security incidents in the field at any time during the service day. Respond to emergencies and alarm activations outside of service hours.

Assist management in ordinance enforcement: monitor behavior and enforce rules throughout the service area and on all the District property; investigate and respond to public and the District concerns. Monitor exclusion program, maintain exclusion files, distribution of exclusion lists, and processing of exclusion appeal requests.

Assist in monitoring contract compliance of private security provider and Intergovernmental Agreement with city of Salem for police services. Assist in investigations and coordinate response to ordinance violations and criminal behavior with outside partners.

Oversee the proper utilization of video camera systems. Facilitate surveillance camera monitoring of facilities; review and analyze historical video; ensure relevant video is archived for incident records; provide evidentiary video to law enforcement, as needed. Assist operations supervisors with chain of custody process for bus video systems, downloading vehicle surveillance and incident reviews.

Oversee the issuance of access badges and keys; ensure accurate records are maintained; monitor the access control system to minimize facility security vulnerabilities. Conduct audits and respond to requests for access changes.

Assist in the development of the Bus System Security Plan, security related policies and procedures, as well as security and crime prevention training material for employees and contractors. Deliver security-related training to internal and external stakeholders. Serve on designated committees and workgroups, as needed.

Assist in the development of information intended for dissemination to the District's riding public regarding how they can help identify and report suspicious or illegal activity. Provide assistance and support to the Security and Emergency Management Department, as needed.

Report to work on time and on a regular, predictable basis.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of security enforcement, crime prevention techniques, and the federal, state, county, and local laws impacting security.

Basic knowledge of emergency preparedness and response practices.

Ability to make quick decisions and apply safety and security knowledge in emergency situations.

Ability to communicate complex subjects and sensitive information, both orally and in writing, with other employees and the general public, in a clear, concise, and logical manner; ability to communicate effectively before groups.

Ability to interact with other employees and the general public using courtesy, tact, and good judgment, and ability to act as a professional and positive representative of the District.

Ability to work cooperatively and collaboratively with others, be respectful of co-workers, promote teamwork.

Ability to collect, analyze, and interpret data and recommend sound policies and practices based on that data.

Possess the ability to use critical thinking and problem solving to manage security challenges.

Ability to maintain confidential information.

Ability to be self-managing and proactive, with a high level of integrity.

Ability to produce quality work while meeting time and budget commitments.

Ability to perform job functions in a safe manner.

Ability to rapidly learn to operate and monitor the District's video camera systems.

Basic skill in developing and delivering training programs.

Considerable skill in using personal computers and Window-based word processing and spreadsheet applications.

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:

College level coursework in security, law enforcement, criminology, or related field and four years professional security experience

OR

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, skills, and other special requirements listed above.

Ability to obtain Department of Public Safety Standards and Training (DPSST) security manager/supervisor certification within 6 (six) months of assignment.

WORKING CONDITIONS:

Working environment varies from usual office working conditions to exposure to the outdoors and potentially inclement weather.

May have prolonged periods of standing or walking.

Must travel occasionally to attend meetings and conferences or to investigate security-related matters.

Must respond to emergencies on short notice at any hour, and provide own transportation to emergencies.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY EMPLOYEES ASSIGNED TO THIS JOB CLASSIFICATION. THIS DESCRIPTION DOES NOT INCLUDE OTHER OCCASIONAL WORK THAT MAY BE ASSIGNED THAT WOULD BE SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.

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: www.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

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.

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-Bargaining Employee Benefits

as of 3/1/2021

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 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 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 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.