

August 19, 2021**RECRUITMENT ANNOUNCEMENT
STRATEGIC INITIATIVES ADMINISTRATOR****SALARY RANGE:
\$70,159 - \$100,030****OPEN UNTIL FILLED****PLUS EXCELLENT BENEFITS PACKAGE****JOB SUMMARY:**

In support of the District's brand promise: *Cherriots Delivers a World Class Customer Experience* and under general direction of the General Manager, this position is responsible for managing and delivering widely diverse projects of varying size and complexity. This individual identifies, leads, and manages high priority strategic initiatives that cross organizational lines and have District-wide impact. This position advises and consults with District staff and leaders to develop and advance organizational strategic initiatives that ensure continuous improvement toward the District's long-term goals. Considerable judgment is expected to be exercised in the execution of duties.

The incumbent provides recommendations to the General Manager in order to ensure equitable outcomes for customers and employees. This individual has a proven track record in scaling up successful programs for maximum impact.

The incumbent will coordinate widely diverse agency projects involving a high degree of complexity and will participate in ongoing improvement processes for policies and objectives that govern the work of the position.

Initial major projects include the District's sustainability program, climate action plan, diversity, equity, and inclusion (DEI) program, and strategic plan development and implementation.

ESSENTIAL JOB FUNCTIONS:

Supervises various District strategic projects and programs, as directed by the General Manager

Oversees and guides project teams and program committees to include the District's sustainability committee

Participates with the General Manager and members of the executive leadership team in strategic planning, policy, and program development, and problem resolution of complex issues and needs of the District

Manages cross-departmental projects that have high strategic importance to the District

Manages and delivers multiple concurrent projects

Provides support to the General Manager to ensure that the District's strategic plan, objectives, and related performance are effectively communicated to internal and external audiences

Communicates effectively with directors, managers, technical, and non-technical personnel at all levels

Articulates a comprehensive strategy for monitoring and assessing the impact of strategic initiatives

Provides consistent and transparent engagement with key internal and external stakeholders to develop, manage, and implement strategic initiatives

Analyzes, interprets, and provides recommendations to the General Manager concerning District issues and other matters

Manages special assignments on a short-term basis and provides effective intervention in complex situations, initiates and leads interdivisional teams in analyzing specific issues or problems and in developing strategies and recommendations to effectively address them

Develops and drives a culture of project management and accountability for projects

Prepares and contributes to the preparation of District reports, briefings, presentations and responses to issues, as appropriate

Prepares and manages budgets and District resources related to strategic initiatives in coordination with District leadership

Demonstrates strong teamwork as an essential component in this position

Measures and communicates progress on assigned goals and metrics

Represents the District in the community and the industry via public speaking engagements to communicate strategic initiatives to educate and inform

Researches and responds to key Board requests and initiatives, as needed

Develops and manages assigned project budgets, scopes, and costs

Manages project communication process

Manages consultant teams, as necessary, to perform duties listed above

Produces and delivers performance reports for the Board of Directors and public that incorporate project initiatives and key performance indicators that communicate measurable progress

Oversees creation of internal reports and conducts regular report-outs to senior leadership on the results of performance and process improvement activities

Conducts data analysis and incorporates results in reports

Performs other duties as assigned

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

Analyze highly technical data and communicate results to a variety of technical and non-technical audiences

Motivate and engage with people at all levels of an organization and its stakeholders

Use sound judgment and problem solving skills

Rapidly learn and evaluate new business processes

Manage time and workload effectively, including planning, organizing, and prioritizing with attention to details

Conduct research into project-related issues and initiatives

Demonstrate willingness to be flexible and adaptable to changing priorities

Effectively communicate the importance of strategic initiatives and projects

Establish and maintain effective working relationships with individuals, coworkers, and other agencies and the public

Manage multiple large projects simultaneously

Utilize business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources

Speak to groups of varying sizes, presenting technical information to non-technical audiences

Demonstrate proficient use of Google Workspace

Consistently show strong organizational skills and the ability to be laser-focused

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's Degree in public or business administration or a closely related field. Five (5) years professional experience in managing and implementing projects of progressively greater complexity.

OR

Any satisfactory equivalent combination of related experience and training that provides required knowledge, abilities, and skills.

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.

WORKING CONDITIONS:

Duties are performed primarily in an office environment.

Must travel occasionally to attend meetings and conferences, including some evenings and weekends.

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.