

April 22, 2024**RECRUITMENT ANNOUNCEMENT
Systems 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:

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

How You Will Make an Impact:Operational Management

- Manages virtual, physical, and cloud-based servers with Windows or LINUX operating systems.
- Manages the Active Directory suite.
- Manages the server and workstation patching.
- Manages domain controller configuration and group policy administration.
- Administrates database instances, including ODBC connections to relational databases.
- Maintains documentation about the current environment setup, standard operating procedures, and change logs.
- Manages end-user accounts, permissions, and access rights to a variety of standard and transit-specific technologies.

- Ensures data integrity by maintaining regular system snapshots and routine system backups and restores.
- Anticipates, mitigates, identifies, troubleshoots, and corrects hardware and software issues on servers, and workstations, escalating incidents as necessary.
- Practices server asset management, including maintenance of server component inventory and related documentation and technical specifications information.
- Recommends, schedules, and performs hardware, firmware, and software upgrades, patches, and reconfigurations.
- Develops system availability and performance reports in response to business user and management needs.
- Manages vendors, outsourcers, and contractors to secure software products and services.

Strategy and Planning

- Supports capacity planning and the development of long-term strategic goals for systems and software in conjunction with the Technology Team, department managers, and end-users.
- In cooperation with the Technology Team, identifies primary and backup roles for shared systems and infrastructure duties.
- Consults with the Technology Team to ensure the security of the server infrastructure by implementing industry best practices regarding privacy, security, and regulatory compliance.
- Oversees the upkeep of an industry best practice server and storage lifecycle management approach.
- Manages the Mobile Device strategy for the District and works with the Technology Team to control risks associated with both BYOD and transient mobile technologies.
- Assists with the development and oversight of technology-related district policies.
- Works with management to maintain the Infrastructure and Technology Division portion of the District's Continuity of Operations plan.
- Plans and arranges routine Disaster recovery exercises to test compliance.

Acquisition and Deployment

- In coordination with the Technology Team, the administrator functions to implement desktop and server systems that utilize industry best practices to meet District objectives.
- Deploys workstations, servers, storage, printers, scanners, and consults in the definition of physical and virtual work environments.
- Performs additional duties as assigned.

What You Will Need to Be Successful in This Role:

- Extensive knowledge, ability, and skill in diagnosing and resolving technical problems using a structured, analytical approach.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form.
- Ability to work in a timely and accurate fashion on multiple concurrent tasks with frequent interruptions.
- Ability to interact positively with a variety of possibilities internally and externally.
- Ability to maintain strict confidentiality.
- Knowledge, ability, and skill in the coordination of complex, multi-department projects.
- Knowledge, ability, and skill in customer service and technical communication.
- Familiarity with common industry technologies, including but not limited to:
 - Microsoft Active Directory
 - Microsoft file share and print services
 - Microsoft Server Operating Systems
 - Microsoft Desktop Operating systems
 - Microsoft Office
 - Microsoft SQL or MySQL database administration
 - Virtualization via HyperV, or VMware
 - Amazon or Azure cloud computing
 - NAS and SAN storage management, and MS DFS
 - IOS and Android-based mobile solutions
 - LINUX operating systems
 - Server Backup administration
 - Google Workspace Enterprise

Special Requirements:

- 3-5 years of experience in a technical role with increasing responsibility. **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.

Required Education and Experience:

- An associate degree in a related technical discipline is required, a bachelor's degree in information systems, computer science, or equivalent discipline is desirable with relevant public 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 that provides the required knowledge, abilities, and skills identified.
- Must present the District with a valid Oregon driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.

- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Some manual labor may be required such as bending, kneeling, squatting, and with assistance pushing, pulling, or carrying up to 40 pounds.

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.
- Work will be both indoors and outdoors - on occasion there is direct exposure to all weather conditions
- Duties are performed in both an office and field setting.
- Must travel occasionally to attend meetings and conferences.

Recruitment Announcement is intended to present a descriptive list of the range of duties performed by employees in the position. Job descriptions are not intended to reflect all duties performed within the job. Job descriptions are subject to revision and may be updated as appropriate to reflect operational changes within the role.

Employees in all positions must pass a background investigation, including a background check. Some roles may require a drug screen and physical fitness for duty exam.

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.