

**March 3, 2026****Recruitment Announcement  
Systems Administrator****Position Salary: \$87,829.15 - \$125,223.37  
Excellent Benefits Package****Open Until Filled****Who We Are:**

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

**About the Role:**

Under the administrative direction of the Information Technology Manager, the Systems Administrator manages in-house and cloud-based servers, storage, networking, and software systems to ensure the high availability of Cherriots supported infrastructure and applications.

**Duties:**Operational Management

- Oversee and maintain the high availability, performance, and security of all virtual, physical, and cloud-based server infrastructure, networking, and firewalls.
- Manage the Active Directory suite, domain controllers, group policy, and Google Enterprise instance
- Monitor security tools to proactively identify and remediate threats
- Maintain data integrity through routine backups and testing disaster recovery processes
- Maintain comprehensive technical documentation, including network documentation, change ticket entry, and perform accurate server and technology asset management
- Provide Tier 3 support for end-user software and hardware issues when escalated from Tier 2 support, including engaging professionally with vendor support.
- Manage and coordinate with external vendors to procure necessary hardware and software.
- Provide backup and engage in cross-training support to the Intelligent Transportation Systems Administrator for transit-specific hardware and software.

## Strategic Objectives and Planning

- Oversee a best-practice server and storage lifecycle management approach, including recommending and scheduling routine hardware, firmware, and software upgrades and reconfigurations.
- Support the development of long-term goals for systems and software, including capacity planning and cloud-migration strategies.
- Consulting with the Technology Team to ensure the security of the server infrastructure by implementing industry best practices regarding privacy, security, and regulatory compliance.
- Manage the Mobile Device strategy for Cherrlots and work with the Technology Team to control risks associated with both BYOD and Cherrlots-owned mobile technologies.
- Assist with the development and oversight of technology-related Cherrlots policies.
- Work with management to maintain the Information Technology and Infrastructure division portion of Cherrlots Continuity of Operations plan.
- The ability to consistently adhere to a defined work schedule, and be present onsite, is crucial to the successful performance of this role's job duties and responsibilities because the essential duties of this role require reliable presence for planned or unplanned in-person meetings, and other interactions necessary to operate efficiently, including the communication of assignments to and from managers, and other day-to-day activities to serve internal and public access needs.
- Perform additional duties as assigned.

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

- Extensive knowledge and skill in diagnosing and resolving technical problems using a structured, analytical approach.
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, or diagram form.
- Work in a timely and accurate fashion on multiple concurrent tasks.
- Interact positively with a variety of personnel internally and externally.
- Maintain strict confidentiality.
- Knowledge and skill in the coordination of complex, multi-department projects.
- Knowledge and skill in customer service and technical communication.
- Familiarity with common industry technologies, including but not limited to:
  - VLAN switching with Cisco hardware
  - Firewall management with Meraki
  - Microsoft Active Directory
  - Microsoft file share and print services
  - Microsoft Server operating systems
  - Virtualization via Nutanix and/or Hyper-V
  - Amazon or Azure cloud computing
  - IOS and Android-based mobile solutions
  - Server Backup administration via Veeam
  - Google Workspace Enterprise
  - Varonis security monitoring tools
- Perform job functions safely.

**Education and Experience:**

- Bachelor's degree or Technical Certificate.
- Three (3) to five (5) years of experience in a technical role with increasing responsibility; Public Sector employment a plus.
- Candidates with any satisfactory combination of related experience and training that equips them with the required knowledge, abilities, and skills for this position are encouraged to apply. Cherriots reserves the right to determine the equivalences of education and experience.

**Special Requirements:**

- Must present Cherriots with a valid Oregon driver's license and maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Successfully pass a background check and an education verification, if applicable.

**Physical Requirements**

- Frequent use of a 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 75 pounds.

**Working Conditions**

- Duties are performed in both an office and a field setting.
- The work schedule for this position typically fluctuates based on 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.
- Must travel occasionally to attend meetings and conferences.

**To Apply:**

Applications are preferred over resumes.

If you have any questions about the application or selection process, or if you need an accommodation at any stage, please contact our Human Resources Specialist at [recruitment@cherriots.org](mailto:recruitment@cherriots.org) or 503-361-7502. They're your go-to resource for anything related to the application process.

To obtain an application:

- Email: Request that an application and recruitment announcement be sent by emailing [recruitment@cherriots.org](mailto:recruitment@cherriots.org).
- Internet: Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from Cherriots' careers page. <https://www.cherriots.org/careers/>
- Telephone: Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- Fax: Request that an application be faxed to the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.  
Cherriots  
Attn: HR Specialist, Human Resources Department  
555 Court St NE, Suite 5230  
Salem, OR 97301

**Selection Process:**

- The candidate will be notified via email within two weeks of submitting their application regarding the status.
  - Resume review
  - Application review
  - Panel interview
  - Criminal background check
  - Education verification, if applicable



SALEM AREA MASS TRANSIT DISTRICT  
**Exempt, Non-Bargaining Benefits**  
as of 7/1/2025

### At time of hire

- **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
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated contribution at time of hire.
- **Employee Assistance Program (EAP)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherriots buses for free.

### Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - PacificSource or Kaiser Permanente - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District.

MORE  
BENEFITS 



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### After completion of Trial Service

- **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 free.

### Voluntary employee funded benefits

- **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 a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.