



## JEFFERSON TRANSIT – PORT TOWNSEND, WASHINGTON

is seeking an accomplished professional to serve as

### **Information Technology Specialist**

**Salary: \$71,908 - \$97,074 Annual Salary**

With rare exception, initial appointments are usually made at Step 1 (\$71,908).

#### **Benefits include:**

- \* Retirement \* Medical/Dental Coverage \* HRA VEBA \***
- \* Paid Holidays: 9 plus 2 additional Personal Days \* General & Sick Leave \***
- \* \$35,000 Basic Life & Long Term Disability Insurance \* Wellness \***

#### **LOCATION:**

Jefferson County in Washington State, is where expansive beaches, abundant bird life, outdoor recreation, artisan foods and family-run organic farms come together. Jefferson County lies between the jutting peaks of the Olympic Mountains and the salty inland waters of the Strait of Juan de Fuca providing opportunities from wine tasting to kayaking, shopping to camping, beachcombing to birding and more! Live and work in a rural setting, with access to metropolitan cities and amenities about one hour away.

#### **SCOPE OF RESPONSIBILITY:** (see job description for more information)

Under the direction of the General Manager, this position manages JTA's Information Technology efficiently resolving all technical issues related to installing, configuring, and maintaining the overall integrity and security of workstations, servers, communication and transit management systems.

#### **APPLICATION PROCESS:**

Jefferson Transit is an equal opportunity employer and strongly encourages all qualified candidates to apply by **Sept. 24, 2021**—for first review. This recruitment is open until filled. Application forms and information can be found at: [www.jeffersontransit.com](http://www.jeffersontransit.com). Submit completed application packet by mail to: Jefferson Transit, 63 4 Corners Road, Port Townsend, WA 98368 or by email to: [dpalmer@jeffersontransit.com](mailto:dpalmer@jeffersontransit.com).

Applicants with questions or needing assistance can contact:  
Deb Palmer, Equal Employment Opportunity Officer at: 360.385.3020 Ext. 119



63 4 Corners Road, Port Townsend, WA 98368

---

August 2021

Dear Applicant:

Thank you for your interest in the Information Technology position. Enclosed is a complete job announcement, application, job description and voluntary applicant questionnaire. We must receive your application materials **no later than 5:00pm on Friday, September 24, 2021** to be considered for the first review. **A resume, cover letter, application, and list of references** must be submitted in order to consider the application complete. Incomplete applications will be rejected. Recruitment is open until filled.

Interviews are tentatively planned for early October. The incumbent in the position will spend time training and familiarizing the selected applicant just prior to retiring.

We look forward to receiving your application packet. If you have any questions or need additional information, please don't hesitate to contact me: [dpalmer@jeffersontransit.com](mailto:dpalmer@jeffersontransit.com), or by phone – 360.385.3020 Ext. 119.

Sincerely,

*Deb Palmer*

*Human Resources & Equal Employment Opportunity Officer  
Jefferson Transit*

Customer Service (360) 385-4777  
~~385 3020~~

Administrative Offices (360)

---

[www.JeffersonTransit.com](http://www.JeffersonTransit.com)



63 Four Corners Road, Port Townsend, WA 98368

## Available Benefits through Jefferson Transit

### Information Technology Specialist

#### Pay:

Salary range starts at:

\$71,908 annually

\$ 2,765.69 bi-weekly

#### Work Schedule:

Office Hours: 8:00 am to 5:00 pm

Operational Hours: 5:00 am to 8:30 pm

Mondays - Saturdays

Early morning, evening and weekend work  
may be necessary

#### Benefits:

- ✚ Washington State Department of Retirement Systems
  - Public Employees Retirement System (PERS)
  - Deferred Compensation Program (DCP)
- ✚ Medical, Dental and Vision coverage (Employee co-pay \$85.38/mo, additional for eligible family members)
- ✚ Paid leave, up to 200 hours (accrued on hours worked)
- ✚ 9 paid holidays, plus two personal holidays per year)
- ✚ HRA VEBA (health savings account for qualifying medical expenses)
- ✚ Pacific Source HRA (somewhat similar to above)  
(pays for qualifying medical expenses up to \$500/year after eligibility)
- ✚ 35K Life Insurance Coverage + \$5,000 Accidental Death & Dismemberment
- ✚ Additional coverages you may purchase from Met Life or Colonial insurance companies
- ✚ Long Term Disability (Basic and Optional)
- ✚ Employee Assistance Program (EAP)
- ✚ Wellness Program – reimbursements up to \$300/year

# JEFFERSON TRANSIT AUTHORITY

## Position Description

**POSITION TITLE:** IT Specialist

**SUPERVISOR:** General Manager

### **SCOPE OF RESPONSIBILITY**

The IT Specialist is a position that is focused on supporting the information technology initiatives at Jefferson Transit. The IT Specialist must have practical experience supporting a Windows network and associated, desktops, laptops and personal communications devices. This position is the primary resource for efficiently resolving all technical issues related to installing, configuring, and maintaining the overall integrity and security of workstations, servers and transit management systems. Required skills include working knowledge of the listed essential functions and the ability to work in an orderly and efficient manner. Managing vendors whom have been outsourced responsibilities. Work is performed to some degree using independent judgment with assistance and review, as appropriate, by the supervisor. High standards of professionalism and public presentation shall be expected at all times.

### **ESSENTIAL FUNCTIONS**

- Manage and maintain the overall IT aspects of JTA
  - iPhone Support
    - Maintenance and upkeep of iPhone & Android program
    - Training staff on the use of the iPhone & Android phones
    - Researching methods to ensure the best use of the iPhone & Android phones
  - Staff Computer Support
    - Maintenance and upkeep of all staff computers
    - Training staff on the use of JTA default software applications (e.g., MS Office Suite etc.).
    - Agency software programs such as Route Match, RTA (for maintenance), Great Plains/Microsoft Dynamic (for business accounting)
  - Network Support
    - Maintain servers ensuring appropriate patches are installed and performing correctly.
    - Ensure that backups occur on schedule and comply with the latest standards and JTA's
  - Radio System Communications
    - Install, maintain and troubleshoot radio equipment in vehicles
    - Work with vendor(s) to troubleshoot communication issues with repeater site
  - Recovery plan.
    - Maintain wired and wireless networks
    - Maintain firewall and Internet filtering ensuring safe and secure access to resources for staff
    - Ensure availability of information system and learning management system
- Maintain accurate inventory and accounting of all technology assets in accordance with all applicable requirements.
- Maintain media equipment (e.g., Boardroom Audio and video projectors etc.).
- Maintain the JTA phone system
- Ensure compliance with software licensing requirements
- Keep up-to-date on current trends in IT and educational technology and recommend innovative solutions that will enhance JTA's services
- Audio and media support for JTA events including setup for all events
- Update JTA's technology plan annually
- Manage day to day staff technical needs to ensure effective business operations
- Support technical integration with vendors
- Provide technical requirements, specifications and testing plan for IT initiatives

- Maintain technical systems reference documentation
- Resolve workstation, server, data management and website technical issues
- Manage monthly reporting for purchasing card per purchasing policy
- Participate in the annual operating/capital budget process to include providing cost estimates and annual technology replacement requirements
- Participate in setting work level expectations, goals and objectives, including development of annual objectives for the position and bringing them to completion
- Perform other related duties as assigned and required

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Applicable education, training and experience in IT systems, and a minimum 2-year Associates Degree in IT, certification, or equivalent work experience.
- Must possess demonstrated analytical ability used in effective technical problem-solving
- Demonstrated ability to succeed with duties outlined in the Essential Functions.
- Ability to communicate effectively and concisely, both orally and in writing, with the public and all staff.
- Ability to work with minimum supervision and as a team member in a cooperative and productive manner.
- Ability to read a variety of materials including general mail, invoices, statements, identification, regulations, and other printed or handwritten material.
- Demonstrated ability to implement and maintain effective office procedures with strong organizational and interpersonal skills.
- Demonstrated ability to utilize office equipment, such as a computer, calculator, copier, multi-line phone/voicemail/intercom system, efficiently and accurately.
- Knowledge and experience with all Microsoft Office (standalone and cloud) and related programs.
- Ability to work effectively with the public, management staff, fellow employees and other agencies, conveying accurate information and remaining professional and courteous with customers and with staff at all times.
- Ability to effectively manage both regular and after business office work to provide affective daily user support and complete essential network maintenance, and similar, after hours.
- 5+ years experience with PC support/maintenance in small office environments.
- Extensive knowledge of Windows operating systems, MS Office Suite, VPN, Networking and LAN/WAN environments.
- Ability to quickly isolate and resolve PC, printer and network related problems.

### **SPECIAL REQUIREMENTS**

- Must pass a pre-employment substance abuse test as a condition of employment. This position is not considered safety-sensitive, as defined by the Federal Transit Administration (FTA), thus it is not subject to random drug and alcohol testing. However, under the authority of Jefferson Transit's Substance Abuse Policy and Drug & Alcohol Testing Program, this position is subject to all other types of substance abuse tests as described in the policy.
- Must pass a criminal record and background check.
- Must pass an employment physical functions test to be certified for the position and must maintain a physical condition that, either with or without accommodation, allows completion of all essential duties.
- If selected for the position, documentation of United States citizenship or an alien lawfully authorized to work in the United States will be required to establish identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

## **WORK SCHEDULE**

Full-time standard workweek (40 hours) during normal business times. Hours may vary according to work schedules and tasks to be accomplished with evening and weekend work necessary at times to accomplish the duties of the position as determined by the immediate supervisor.

## **SALARY & BENEFITS**

Wage and benefits based on the Jefferson Transit's Non-Represented Staff Policy and salary schedule.

**This is a non-exempt position, as defined by the Fair Labor Standards Act (FLSA).**

## **PHYSICAL DEMANDS**

(Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%)

<b>Sitting:</b>	Continuously, sitting at a desk, table, or computer stand
<b>Standing/Walking:</b>	Occasionally, standing at copier and walking to other offices
<b>Driving:</b>	Occasionally, performing duties at other office locations, doing errands and attending meetings
<b>Lifting/Carrying:</b>	Occasionally, up to 35 pounds for carrying supplies
<b>Bending/Squatting/Kneeling:</b>	Occasionally, setting up equipment in user work spaces, while filing
<b>Crawling:</b>	Occasionally, on carpet, concrete and/or other flooring to locate wiring, outlets, connections to equipment
<b>Pushing/Pulling:</b>	Occasionally, running wiring, repositioning equipment, opening/closing file drawers, equipment on/off shelving
<b>Twisting:</b>	Occasionally, when installing/placing equipment, turning to respond to another person and while driving
<b>Reaching:</b>	Occasionally, above head, lifting items on/off shelves
<b>Talking:</b>	Occasionally, communicating in person and on telephone
<b>Hearing:</b>	Occasionally, in person and on telephone
<b>Wrist/Finger Movement:</b>	Occasionally, for keyboard, connecting wiring, filing, and telephone

***The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.***

***Jefferson Transit is an equal opportunity employer and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans status, disability status, sexual orientation or any other basis prohibited by federal, state or local law. Please let Jefferson Transit know if you need accommodation in order to participate in the application process.***

# APPLICATION OF EMPLOYMENT

Jefferson Transit Authority  
63 4 Corners Road  
Port Townsend, WA 98368  
(360) 385-3020 Ext. 119



## Jefferson Transit is an Equal Employment Opportunity Employer

It is the policy of Jefferson Transit to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

The policy is available upon request or on Jefferson Transit's the web site.

Jefferson Transit is committed to providing access and reasonable accommodation in its services, programs, activities, and employment for individuals with disabilities. To request disability accommodation in the hiring process, contact us at least ten days in advance.

Contact: Deb Palmer, EEO Officer for accommodation, information or copy of the policy.

**Note:** Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: \_\_\_\_\_

### PERSONAL INFORMATION

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address: \_\_\_\_\_

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Permanent Address (if different from above): \_\_\_\_\_

Street and Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Do you have a Commercial Driver's License (CDL)?

☐ Yes ☐ No

If you answered yes, please list your endorsements: \_\_\_\_\_

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: ☐ Yes ☐ No

If applicable, please list your visa type, visa number and expiration: \_\_\_\_\_

Have you ever served in the U.S. Military? ☐ Yes ☐ No

If yes, please provide the following information:

Branch of Service: \_\_\_\_\_ Rank at time of separation: \_\_\_\_\_

I served from \_\_\_\_\_ to \_\_\_\_\_.

Special Honors: \_\_\_\_\_

## EMPLOYMENT HISTORY

**You must report all previous employment for the past ten years**

### Present or Most Recent Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ City/State: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Supervisory Responsibility? ☐ Yes ☐ No If yes, the number of employees supervised: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name Title  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Prior Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ City/State: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Supervisory Responsibility? ☐ Yes ☐ No If yes, the number of employees supervised: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name Title  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Prior Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ City/State: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Supervisory Responsibility? ☐ Yes ☐ No If yes, the number of employees supervised: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name Title  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**You must report all previous employment for the past ten years**

Attach additional sheets if needed.

**EMPLOYMENT HISTORY-continued**

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Supervisory Responsibility? ☐ Yes ☐ No If yes, the number of employees supervised: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name Title  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Your Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ May we contact? ☐ Yes ☐ No  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisory Responsibility? ☐ Yes ☐ No If yes, the number of employees supervised: \_\_\_\_\_  
Name Title  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You must report all previous employment for the past ten years**

Do you have any gaps in your employment in the last ten years?

☐ Yes ☐ No If so, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **EDUCATION**

### ***High School***

\_\_\_\_\_  
Name and Location

Did you graduate? ☐ Yes ☐ No

If you did not graduate, did you receive your GED? ☐ Yes ☐ No

Special honors or awards: \_\_\_\_\_

### ***Technical or Vocational School***

\_\_\_\_\_  
Name and Location

Did you graduate? ☐ Yes ☐ No      Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

### ***College or University***

\_\_\_\_\_  
Name and Location

Did you graduate? ☐ Yes ☐ No      Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

## **POSITION INFORMATION**

### ***Position Specifications***

What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends? ☐ Yes ☐ No

Are you willing to travel for the job? ☐ Yes ☐ No

When would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per \_\_\_\_\_

## **Skills**

Please describe any skills you have in the following areas:

**Computer:**

---

---

**Languages Spoken (other than English):**

---

**Other:**

---

---

I hereby certify that my answers and assertions set forth in this application and supplemental questions are true and complete to the best of my knowledge. I understand that any misrepresentation or material omission of fact on this or any other document required by Jefferson Transit on this application may constitute grounds for rejection, or if employed by Jefferson Transit, for disciplinary measure, including dismissal.

I hereby authorize Jefferson Transit to investigate any aspect of my prior educational and employment history and criminal record.

Furthermore I understand that if I am hired, employment with Jefferson Transit is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law. (Non-represented positions only.)

I also acknowledge that if the position which I am applying includes duties requiring a valid driver's license with a good record. I will be asked to provide a record, at my expense, if my application is advanced in the review and screening process.

I also acknowledge that Jefferson Transit is a Drug Free workplace and that any offer of employment is contingent upon submitting to a pre-employment drug and alcohol test. In addition, if the job I am applying for is safety sensitive, I acknowledge that I may be selected for random drug and alcohol testing in accordance with all applicable FTA regulations.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Jefferson Transit complies with the Employee Polygraph Protection Act.**

An employee or prospective employee must be given a written notice explaining the employee's or prospective employee's rights and the limitations imposed, such as prohibited areas of questioning and restriction on the use of test results. Among other rights, an employee or prospective employee may refuse to take a test, terminate a test at any time, or decline to take a test if he/she suffers from a medical condition. The results of a test alone cannot be disclosed to anyone other than the employer or employee/prospective employee without their consent or, pursuant to court order, to a court, government agency, arbitrator or mediator.

**Do not write below, for office use only:**  
**Date & Time Received:** \_\_\_\_\_



**63 Four Corners Road, Port Townsend, WA 98368**

The information requested below will be used for statistical purposes only as required by the Equal Opportunity laws and regulations. The information requested is voluntary and confidential.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name \_\_\_\_\_

Position Applied For \_\_\_\_\_

**Ethnicity**

- ☐ HISPANIC or LATINO
- ☐ BLACK or AFRICAN AMERICAN
- ☐ ASIAN AMERICAN
- ☐ NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER
- ☐ AMERICAN INDIAN or ALASKA NATIVE
- ☐ WHITE
- ☐ MULTIRACIAL
- ☐ I DO NOT WISH TO SELF-IDENTIFY

**Sex:** ☐ Female ☐ Male ☐ I do not wish to self-identify

Are you disabled? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No Are you a disabled veteran? ☐ Yes ☐ No

How did you learn about this position? Please identify source:

- ☐ Newspaper (specify) \_\_\_\_\_
- ☐ Internet website (specify) \_\_\_\_\_
- ☐ Referral/Friend/Relative (specify) \_\_\_\_\_
- ☐ Worksource Website or Office (specify) \_\_\_\_\_
- ☐ Radio Advertisement (specify) \_\_\_\_\_
- ☐ Walk-in \_\_\_\_\_
- ☐ Other specify) \_\_\_\_\_

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

**[www.jeffersontransit.com](http://www.jeffersontransit.com)**