



JOB ANNOUNCEMENT CITY OF TROY, AL INTERNAL/EXTERNAL

CLASSIFICATION TITLE: Assistant Senior Complex Director

FLSA DESIGNATION: Exempt/ Un-classified

OPENING DATE: 12/04/2025

CLOSING DATE: 12/15/2025

SUMMARY DESCRIPTION:

Under the direction of the Senior Complex Director; the assistant director will assist the Director with planning, organizing, providing administrative direction and oversight for, and participating in, the activities and functions of the Senior Complex, which includes developing goals and objectives; developing, implementing and enforcing policies and procedures; planning and organizing the delivery of programs and services; developing budgets; approving expenditures and monitoring revenue and expenses; providing assistance to staff, fostering cooperative working relationships with other departments, outside agencies and the public served. The Troy Senior Foundation is responsible for all programs and the administering of the foundation funds.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in developing and directing the implementation of goals, objectives, programs, policies and procedures.
2. Assists in planning, organizing, administering, reviewing and evaluating all long-range programs and fund-raising efforts.
3. Assists in identifying complex needs as they relate to the community and preparing programs to address those needs.
4. Assist in overseeing and coordinating all day-to-day operations and activities to ensure goals and objectives are being met and services are being provided effectively and efficiently; takes corrective action as appropriate.
5. Helps to Review and evaluate program and service delivery; makes recommendations for improvement and ensures maximum effectiveness of said programs and services.
6. Assists as needed in development and administration of program budgets, relating to said budget to program goals as approved by the Troy Senior Foundation Board of Directors.
7. Assists with arranging for both day-to-day and long-term maintenance of building and equipment.
8. Performs other related duties as assigned by the Director.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Requires high energy, enthusiasm, creativity and a community spirit.

Ability to work with diverse groups and a variety of individuals from various socioeconomic, cultural and ethnic backgrounds, in person and over the telephone.

Ability to provide leadership to motivate and inspire staff, volunteers and participants to creative and fruitful action.

Knowledge of leadership and managerial theories and principles, including the principles and practices of effective supervision and staff evaluation; policy development and implementation.

Knowledge of budgeting principles and practices, and ability to develop budgets and allocate resources.

Knowledge of applicable laws, rules, ordinances and regulations

Knowledge of computer applications related to the work.

Ability to develop activities, goals and objectives and evaluate their effectiveness.

Ability to manage multiple tasks, often with competing priorities.

Ability to make effective presentations to individuals and groups.

Ability to prepare clear, concise and informative reports, correspondence and other written materials.

Ability to handle difficult and sensitive situations using sound, independent judgment within general policy and legal guidelines.

Ability to communicate clearly and concisely, both orally and in writing with officials, co-workers, supervisors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.

Ability to research and write grants is a plus.

MINIMUM QUALIFICATIONS – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

1. Bachelor's degree and/or experience in a field related to the area of assignment sufficient to successfully perform the essential duties of the job. Must have a valid Alabama Driver's License, a good driving record.
2. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
3. Position subject to satisfactory background check.

MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

Essential Physical Abilities
Work is primarily performed in an office setting using standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the City of Troy, sometimes during evening and weekend hours; strength to lift and carry materials

weighing up to 20 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.
Supervisory Control
The Director assigns work in terms of general instructions. The Director spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
Guidelines
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
Complexity
The work consists of supervisory related duties. The large number of policies, procedures, laws and regulations to be followed contributes to the complexity of this position.
Scope & Effect
The purpose of this position is to oversee the daily operation of the Senior Complex to ensure that the center and its programs both internally and externally run smoothly. Success in this position results in greater effectiveness of the Senior Complex's processes and services.
Personal Contacts
Contacts are typically with employees, co-workers, city departments, councilmembers, support agencies and members of the general public.
Purpose of Contacts
Contacts are typically to give or provide information, gather information, provide services and to resolve problems.
Work Environment
The work is typically performed in an office setting.
Supervision Exercised
Full-time, part-time, temporary and volunteer personnel and interns.

NOTE:

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Commercial Drivers' License. Position subject to satisfactory background check.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

City of Troy Department of Human Resources
301 Charles W. Meeks Avenue
Troy, Alabama 36081

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION. APPLICATIONS
WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

The City of Troy is an Equal Opportunity Employer.