



**JOB ANNOUNCEMENT
CITY OF TROY, AL
INTERNAL/EXTERNAL**

CLASSIFICATION TITLE: TROY NUTRITION CENTER OFFICE MANAGER

FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED

OPENING DATE: 11/07/2019

CLOSING DATE: 11/13/2019

SKILL LEVEL: II

SUMMARY DESCRIPTION:

Under administrative direction, organizes and coordinates office operations and procedures of the Troy Nutrition Center to ensure organizational effectiveness and efficiency.

REPRESENTATIVE DUTIES: Under the Direction of the center director:

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. Processes and submits the following reports: AIMS Congregate Report, AIMS Home Delivery Report; AIMS Home Delivery Transportation Report
2. Collects and deposits daily home delivery donations, as per agency policies and procedures. Ensures office supplies are secured to facilitate overall work of the Troy Nutrition Center and in keeping with the center's budget.
3. Complies with applicable federal, state, and local laws, regulations, and directives, as well as agency policies and procedures.
4. Helps ensure that accurate and complete records for staff, volunteers, safety policies, and facility maintenance are maintained as required by policies, City contracts/ordinances, and state and federal laws. Ensures that staff handbooks are updated and include current policies and protocols.
5. Participates in educational and professional development, certification programs, and all other trainings to enhance performance. Helps with necessary coordination of required trainings and orientation of staff and volunteers as needed.
6. As needed, ensures meetings are scheduled with staff and volunteers to keep them abreast of current or new procedures and to ensure clarity in understanding their roles and responsibilities.
7. Develops and maintains positive, professional relationships with the public.
8. Drives vehicles when required.
9. Performs related duties as required.

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.

- Knowledge of the following: effective customer service principles; age-appropriate recreational and health/nutrition activities; geographic area served; needs and problems of those persons aged 60 and over; individual and group behaviors and ways of working effectively with the elderly; food sanitation practices; safe work practices; safe use and storage and cleaning equipment; general knowledge of occupational hazards and standard safety practices.
- Knowledge of basic office procedures, methods, and computer applications. Must be able to operate

- standard office machines including a computer, telephone, scanner, copier, and facsimile.
- Must be honest, trustworthy, respectful, creative, resourceful, and flexible. Must possess emotional maturity and good interpersonal skills.
- Must be able to analyze, evaluate, and recommend action on senior needs; understand and accept the needs and rights of others and effectively communicate with seniors.
- Physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, lift and carry up to 30 pounds unassisted.
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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 or associate degree preferred.
2. Must have a valid Alabama Driver's License, a good driving record.
3. Must submit to and pass a pre-employment physical, and drug and alcohol screening.
4. Prior to employment offer, 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 Nutrition Center Manager assigns work in terms of general instructions. The Supervisor 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 assist in the oversight of the daily operation of the Nutrition Center to ensure that the center and its programs both internally and externally run smoothly. Success in this position results in greater effectiveness of the Nutrition Center's processes and services.
Personal Contacts
Contacts are typically with clients, employees, co-workers, support agencies, and members of the general public.

Purpose of Contacts
Contacts are typically to give or exchange information, resolve problems, and provide services.
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. Some travel required.

Successful applicant is required to pass physical examination and drug test, and have a valid Alabama Drivers' License. Position is 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
Human Resources Dept.
Troy, Alabama

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.

The City of Troy is an Equal Opportunity Employer.