

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Farmers' Market Manager	BAND/LEVEL:	NE/00
DEPARTMENT:	Recreation Services	JOB NO:	9200
DIVISION:	Leisure Services	DATE:	9/13/2011
REPORTS TO:	Supervisor, Recreation	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 520

REPLACES: Farmers' Market Manager

DATE: 10/14/2010

JOB SUMMARY STATEMENT:

Responsible for the on-site management and daily operation of the Farmers' Market. Supervises vendors, maintains Farmers' Market equipment per City policies and procedures. Assists with enforcing the rules and guidelines; marketing; special events; vendor recruitment and selection; and layout of vendor booths.

DUTIES AND RESPONSIBILITIES:

1. Provides on-site market management and operational support each Wednesday and Saturday of operation to include but not limited to:
 - Sets up and takes down traffic barricades, cones and market signage.
 - Oversees the set-up, operation and shut-down of the Farmers' Market.
 - Ensures market operates in compliance with federal, state and local health rules and regulations.
 - Handles emergencies, complaints and customer requests.
 - Ensures that all facilities, equipment and utilities are in working order.
 - Ensures vendor compliance with market rules and regulations.
2. Assists with enforcing the rules and guidelines for the market; special events; vendor recruitment and selection; and layout of vendor booths.
3. Assists with the design, development and distribution of marketing materials, i.e., newsletters, flyers, brochures.
4. Assists with conducting on-site visits to farms as needed to verify products grown by vendors.
5. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
6. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic high school education required. Bachelor's degree in agriculture related area or certification as Master Gardener preferred.

Must possess a valid driver's license and maintain an insurable driving record.

First Aid and CPR certification through the City will be required within three (3) months from date of hire.

EXPERIENCE:

Experience in the agricultural field; managing; organizing and promoting events; and/or working with not-for-profit, community, volunteer and agriculture-based groups. Previous experience in facility operations or managing a Farmers' Market is highly preferred.

SKILLS:

1. Organizational skills
2. Project management skills
3. Good oral and written communication skills
4. Problem solving skills
5. Self-motivated
6. Marketing skills
7. Interpersonal and customer service skills
8. Working knowledge of windows-based PC software applications, such as desktop publishing, spreadsheet and word-processing.

MENTAL REQUIREMENTS:

1. Ability to assess situation and make recommendations
2. Ability to learn and understand the emergency action plans for the Farmer's Market
3. Ability to use imagination and creativity in developing ideas and materials
4. Ability to resolve conflicts
5. Ability and enthusiasm for developing and maintaining relationships with participants including farmers, vendors, customers, neighbors and other members of the public
6. Ability to exhibit sound judgment
7. Carry out assignments through oral and written instructions
8. Ability to work independently

PHYSICAL REQUIREMENTS:

1. Frequent standing and walking for prolonged periods
2. Ability to work in inclement weather
3. Ability to operate City vehicles
4. Ability to lift 30 pounds and transport 20 feet

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.