



## **FARMERS MARKET ASSISTANT**

### **Part-Time**

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#### **A. GENERAL PURPOSE**

The Farmers Market Assistant's general purpose is to assist the Farmers Market Manager and cover Farmers Market duties when the Farmers Market Manager is unavailable. This position is also charged with providing administrative assistance to the Farmers Market Manager and work at the Farmers Market each Wednesday afternoon.

#### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provides administrative assistance to the Farmers Market Manager.
2. Assists with setting up Farmers Market including setting out signs, checking needed equipment, maintaining inventory of printed materials.
3. Staffs Farmers Market including greeting shoppers, answering questions, monitoring parking lot, and assisting vendors.
4. Closes Farmers Market including clearing area, collecting rented items, loading market supplies, and monitoring vendors.
5. Attends and assists at Farmers Market Board meetings.
6. Assists with creation of marketing materials, social media, and website content.
7. Other duties as assigned.

#### **C. SUPERVISION RECEIVED**

Under the supervision of the Farmers Market Manager and Parks and Community Services Director.

#### **D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Strong organization, communication, and public relations required.
2. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and general public.
3. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
4. Ability to communicate effectively orally and in writing.
5. Ability to work independently and exercise good judgment.
6. Experience in customer service.
7. Proficient in marketing via social media platform channels, in various software systems (Microsoft Office) to promote the Farmers Market.
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**E. TOOLS AND EQUIPMENT USED**

Point of Sale and Recreation Program Registration computer software system (Activenet), Microsoft Office, water safety equipment, calculator, tents, basic cleaning equipment, and farmers market equipment.

**F. SPECIAL REQUIREMENTS**

1. A valid state driver's license.
2. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment and furniture.
4. Must have reliable transportation.

**G. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed. The employee regularly works in outside weather conditions; works in both indoor and outdoor environments; and has exposure to extreme weather conditions.

**H. WORK HOURS**

The Farmers Market Assistant position will have hours primarily on Wednesdays and Thursdays to assist with the Farmers Market but may also be assigned additional hours based on the needs of the Farmers Market. This position is also expected to attend Farmers Market Board meetings. This position is part-time, non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Farmers Market Manager and Parks and Community Services Director. Any overtime hours performed must be preapproved by the Farmers Market Manager or Parks and Community Services.

**I. SALARY**

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

**J. BENEFITS**

Benefits shall be in accordance with those outlined in the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL", as may be modified by the employee's offer letter and subsequent revisions to the Manual.

**K. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or

because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

***Please note:** This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*

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