



## **FARMERS MARKET MANAGER JOB DESCRIPTION**

*Approved 01/09/2018*

### **A. GENERAL PURPOSE**

The Dripping Springs Farmers Market Manager's general purpose is to oversee the administration, operations, and management of the Dripping Springs Farmers Market.

### **B. SUPERVISION RECEIVED**

Works under the general direction of the Farmers Market Association Board of Directors and the Parks and Community Services Director.

### **C. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Recruiting and retaining vendors, processing, and approving vendor applications and coordinating farm inspections.
2. Assigning vendor booth space, collecting vendor booth fees, setting up the market area, and maintaining order at the Market.
3. Enforcing the rules and regulations of the Market, including issuing warnings, and taking action against violators.
4. Preparing marketing materials and promoting the Market consistently and professionally via website, weekly email, e-newsletter, social media, print advertising, fliers, and other appropriate avenues, including updating all listings.
5. Maintaining market memberships and affiliations and communicating with other market managers.
6. Recruiting and coordinating Market volunteers.
7. Receiving and responding to vendor and customer concerns and complaints.

8. Coordinating educational, informational, and entertainment activities associated with the Market, including appropriate informational speakers and demonstrations, educational children's activities, and entertainment.
9. Assessing the state of the market through surveys, traffic counts on sales days, and other appropriate mechanisms.
10. Attending all Dripping Springs Farmers Market Association Board meetings. Aid in agenda and meeting packet preparation.
11. Purchasing supplies and equipment for the Market in accordance with the City's Purchasing Policy.
12. Participating in the development and administration of the annual Market budget.
13. Writing a monthly report to the City Council on the Market.
14. Assisting in the preparation and administration of grants.
15. Maintaining Market files.

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

Education: High School Diploma or Equivalent. Preferred one year experience in marketing, public relations, sales, or managing a farmers market or similar market.

1. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and general public.
2. Possess an understanding and strong interest in issues related to local food, sustainability, farmers markets, and related issues.
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.

#### **E. TOOLS AND EQUIPMENT USED**

Personal computer, including various computer programs such as Microsoft Office applications, public address system, 10-key calculator; phone, email; copy machine; tape recorder; and fax machine.

## **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. The employee is required to move about City Hall, move about the Farmers Market, and travel to other locations.
3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds office supplies, files, equipment and furniture.

## **G. WORK HOURS**

The Market Manager position is part-time.

The position requires approximately 20 to 25 hours per week, which includes approximately six hours on the day of the market.

Hours will vary based on the season and events or projects assigned throughout the year.

## **H. SALARY**

Compensation is paid every other Friday as outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

## **I. BENEFITS**

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

## **J. 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.*