



DRIPPING SPRINGS
Texas

FARMERS MARKET MANAGER FULL-TIME EXEMPT

A. GENERAL PURPOSE

The Dripping Springs Farmers Market Manager's general purpose is to oversee the administration, operations, facilitation, and management of the Dripping Springs Farmers Market. The Farmers Market Manager will also perform duties to assist the Parks and Community Services Department with projects, programs, and events not associated with the market.

B. SUPERVISION RECEIVED

Works autonomously under the general direction of the Parks and Community Services Director.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Accountable and responsible for the successful operation of the Market day events.
2. Recruiting and retaining vendors, processing, and approving vendor applications, and coordinating and facilitating farm inspections.
3. Assigning vendor booth space, collecting vendor booth fees, setting up the market area, and running a smooth facilitation of each weekly Market.
4. Ensures adherence to all rules and regulations of the Market with professionalism and candor, including issuing warnings, and documenting vendor violations and attendance in monthly report to the Farmers Market Committee.
5. Works closely with the DSRP Event Center Coordinator who supports the Farmers Market Manager with administrative support, assists with Farmers Market day of duties during set up, market, and breakdown, and directs the DSRP Event Center Coordinator regarding their duties related to the Farmers Market.
6. Works closely with the DSRP Event Center Coordinator and the City Communications & Marketing Director on the development of marketing materials and promoting the Market consistently and professionally via website, weekly email and e-newsletter, social media, print advertising, fliers, and other appropriate avenues, including updating all vendor listings.

7. Maintains market relevancy and best practices adherence through professional organization memberships and affiliations and communicating with other market managers.
8. Oversight of the Dripping Springs Ranch Park Event Center Coordinator's market assistance while recruiting and coordinating Market volunteers when extra help is needed for special events.
9. Receives and responds respectfully and professionally to vendor and customer concerns or complaints.
10. Drives Farmers Market Brand and mission by coordinating educational, informational, and entertainment activities associated with the Market, including appropriate informational speakers, their demonstrations, educational children's activities, and entertainment.
11. Assesses the state of the market through surveys, traffic counts on sales days, and other appropriate mechanisms.
12. Works in conjunction with the Farmers Market Committee Chair to develop meeting agendas for the Farmers Market Committee Meetings and any items related to other City meetings. Is responsible for meeting packet assembly and entering into Municode or other approved software for all Dripping Springs Farmers Market Committee meetings. Serves as the liaison between the activities of the market and the DS Farmers Market Committee.
13. Purchases supplies and equipment for the Market in accordance with the City's Purchasing Policy and within budget constraints.
14. Participates in the development and administration of the annual Market budget.
15. Writes a market monthly report to the Parks and Community Services Director and Farmers Market Committee.
16. Explores and researches the viability of expanding market operations and offerings for the community of Dripping Springs.
17. Assists in the preparation and administration of Farmers Market grants.
18. Facilitates ~~annual winter months~~ market relocation ~~from Veterans Memorial Park to~~ Dripping Springs Ranch Park Event Center, or another location as needed due to weather or conflicting uses ~~(December—March)~~. Ensures proper press release and associated marketing making customers and vendors aware well in advance of such ~~the~~ move.
19. Maintains Market files for proper record retention and organization adhering to the City's Records Management & Retention Policy.
20. Coordinates with the appropriate City Staff to promote the Friends of Dripping Springs Farmers Market Sponsorship Program. Develops goals with Parks & Community Services Director to increase sponsorship participation.

21. Fulfills the Parks and Community Services Department mission. Drives Market revenue by expanding the Farmers Market outreach and education programs including offering cooking programs held at the Dripping Springs Ranch Park Event Center kitchen that feature Farmers Market vendors and contracted instructors.

22. Assists with Parks and Community Services Department projects, events, and programs as assigned by the Parks and Community Services Director.

~~22.~~23. Other Duties as assigned.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Education: High School Diploma or Equivalent. Preferred one or more years experience in marketing, public relations, event management, sales, or managing a farmers market or similar market.
2. To represent the City in a professional manner, establishing and maintaining effective working relationships with City employees, City officials, vendors, and the general public.
3. Possess an understanding and strong interest in issues related to local food, sustainability, farmers markets, and related issues.
4. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
5. Communication skills for both verbal and written media to accurately convey concepts and ideas.
6. Demonstrated ability to work with minimal supervision and exercise independent 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, the Parks and Community Services Ranch House Office, move about the Farmers Market, and travel to other locations. The market is held outside every Wednesday rain or shine and this position will be expected to be prepared to fulfill the duties of directing the activities of the Market in a wide range of outdoor weather conditions.

3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds.

G. WORK HOURS

The Farmers Market Manager position is full-time at 430 hours per week, with 10 of the hours spent assisting the Parks & Community Services department with duties not related to the Farmers Market. Office hours for this position flex based on the business needs of the Market but in general are Monday, Tuesday, Thursday, and Friday from 8:00 am to 5:00 pm, and (9:30am-5pm), Tuesday (11:30am-7pm), Wednesday Market Day (11:30 am-7:00 pm), and Thursday (9:30 am- 5:00 pm), with 30 minutes to one hour for lunch. Farmers Market Committee Meetings are held on the 3rd Thursday of each month. The position is officed in the Parks and Community Services Administration building located at the Dripping Springs Ranch Park – Ranch House, located at 1042 Event Center Drive. This is a full-time exempt position and eligible for compensatory time in leu of overtime, as described in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL. Any compensatory hours performed must be preapproved by their direct supervisor.

H. SALARY

Compensation is paid every other Friday as outlined in the CITY OF DRIPPING SPRINGS PESRONNEL 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, disability, 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 the City Administrator 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.