



JUNE 2021
FLSA: NON-EXEMPT

RELIEF FARMERS MARKET MANAGER (EXTRA HELP)

DEFINITION

Responsible to the Community Development Director, the Farmers Market Manager plays an integral role in the operation of the Farmers market. The position is responsible for the day-to-day operations of the market, working with market vendors and other stakeholders both internal and external to the market. In addition, the position works closely with the Director to ensure that strategic plans for the organization are developed and implemented.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Community Development Director. Exercises no supervision of staff.

CLASS CHARACTERISTICS

The Market Manager is the “go-to” person for vendors and customers during Market hours and represents the City of Sonora on site. The job requires personal confidence and the ability to communicate with a variety of people. The City relies on the Market Manager to be its liaison with all parties served by the Market, helping promote the Market and maintaining accurate weekly records of Market activities. The Market Manager understands both the vendors’ and customers’ needs and works with vendors and the Director to implement plans. The Manager is required to be on-site at the Market and be available to vendors and consumers for the duration of the day.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Be familiar with and enforce Market Rules and Regulations.
- Assist Market Vendors with questions, scheduling and stall assignments.
- Maintain a schedule of Sellers and a stall chart to assure that space is available for all Sellers.
- Be available, by phone and in person, to meet with Community Development Director as the need arises.
- On or before 5:30 a.m. on each Market Day, contact the Police Department if any vehicles need to be removed from the Market area.
- Be available to assist customers and Vendors during each Market Day.
- Setup and take down the Market pop-ups, tables and chairs (clean as needed) prior to start, and at the end, of each Market Day.
- Assure that only Approved Sellers are at the Market and that only approved items are being sold.
- Assure Seller’s required documentation is displayed/available, as required, at the Market.
- Collect stall fees and Load Lists each Market Day. Provide Sellers a receipt and keep records of all fees collected.
- Prepare and/or collect any other required documents.
- Make sure Market Area and storage area is cleaned up after each Market Day.

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- Deliver collected stall fees, copy of receipts, Load List and other required documents to the Community Development Director on the Monday immediately following Market Day.
- If anyone is injured during the Market Day, notify the proper authorities and complete the required accident report to be provided to the Community Development Director the Monday following that Market Day.
- Perform additional services necessary to facilitate the Market.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

The applicant should have two (2) or more years or equivalent of experience in working with the public; preferably Farmers market management, marketing, retail management, event planning, or closely related field. Must be proficient with a computer and social media.

Licenses and Certificates:

Possession of a valid California driver's license.

PHYSICAL DEMANDS/ENVIRONMENTAL ELEMENTS

Must possess mobility to work in an outdoor setting in all types of weather, including setting up tables, chairs and pop-ups; traverse uneven terrain; operate a motor vehicle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.