



**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Farmers Market Manager	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	9200
<b>DIVISION:</b>	Leisure Services	<b>DATE:</b>	04/22/2019
<b>REPORTS TO:</b>	Supervisor, Recreation	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Part-time	<b>COST CENTER:</b>	520
<b>REPLACES:</b>	Farmers' Market Manager	<b>LAST REVISED DATE:</b>	12/01/2018

---

**JOB SUMMARY STATEMENT:** Oversees and is responsible for the daily on-site management and operations of the Farmers' Market. Supervises vendors, staff, performers; maintains Farmers' Market equipment per City policies and procedures; enforces the Rules and Regulations along with the Performer contract ; assists with creating and implementation of marketing, events, entertainment, activities and children's programming each market day; aids in vendor recruitment; maintains a positive and professional relationship with all vendors, staff, performers and community stakeholders; may conduct site inspections; and performs administrative and office tasks.

Oversees the implementation, regulation, and administration of the Double Up Food Bucks Program.

---

**DUTIES AND RESPONSIBILITIES:**

1. Oversees and is responsible for the daily on-site market management and operations of each Wednesday and Saturday market. Tasks may include but are not limited to:
  - Making sure market attendants are scheduled.
  - Sets up and takes down all items necessary equipment to operate such as Info Booth tent, traffic barricades, cones and market signage.
  - Handles emergencies, traffic issues, vendor set-up, vendor and customer complaints and requests.
  - Ensures that all facilities, equipment and utilities are in working order.
  - Ensures all events, entertainment, and activities are executed.
2. Enforces all of the Rules and Regulations for the market along with the Performer Contract. Ensures the market, vendors, performers and shoppers operate in compliance with federal, state, county and city guidelines at all times.
3. Oversees the implementation, regulation, and administration of the Double of Food Bucks Program.
4. Assists with creation and implementation of marketing, events, entertainment, activities and children's programming each market day.
5. Aids in the recruitment and maintains a positive and professional contractual relationship with all vendors. May conduct site visits; inspects and observes all farm, kitchen and facility spaces to ensure compliance of contractual provisions, facility rules and regulations, and all city, county, state, and federal laws and regulations.
6. Prepares a variety of reports and other administrative documents such as operating, activity and statistical reports, promotional materials and agenda items.

7. Must understand and enforce all city, county, state, and/or federal laws, rules and regulations related to food safety, agricultural practices, and entrepreneurial tasks.
8. Maintains a positive and professional relationships with district stakeholders, sponsors, neighborhood groups, schools, businesses, volunteers, other community groups and provides necessary coordination of services. Attend various functions to build relations.
9. Performs other related duties as required.
10. 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, performers and any other persons and/or organization with whom interaction is required to accomplish work and employer goals.
11. 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.

## GENERAL QUALIFICATIONS

---

### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic high school education required. Bachelor's degree or hands-on training in agriculture, farmers' market or a related area preferred.
- Experience with planning events and/or children's activities 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:

- Strong customer service background required.
- Experience in the agricultural field and/or facility operations and/or rule enforcement.
- Background in managing, organizing and promoting events; and/or working with not-for-profit, community, volunteer and business groups.
- Previous experience in facility operations or managing a Farmers' Market is highly preferred.

### SKILLS:

- Organizational skills
- Project management skills
- Problem solving skills
- Event planning
- Self-motivated
- Interpersonal and customer service skills
- Working knowledge of windows-based PC software applications and Google Docs.
- Good oral and written communication skills
- Basic math & accounting skills
- Good listening skills
- Attention to detail
- Supervisory skills
- Time management skills
- Public speaking/presentation skills
- Energetic, enthusiastic team player with excellent people management and leadership skills.
- Entrepreneurial spirit.
- Proficiency in complex, multi-stakeholder operations
- Relationship-management skills with the ability to communicate through a culturally diverse setting.

- Customer-service oriented mindset.

**MENTAL REQUIREMENTS:**

- Ability to access situation and make recommendations
- Ability to learn and understand the Rules & Regulations and emergency action plans for the Farmer's Market
- Ability to use imagination and creativity in developing ideas and materials
- Ability to resolve conflicts
- Ability and enthusiasm for developing and maintaining relationships with participants including vendors, customers, neighbors and other members of the public
- Ability to exhibit sound judgment
- Carry out assignments through oral and written instructions
- Ability to work independently
- Ability to train and guide others
- Ability to work in a hectic environment with many interruptions
- Ability to analyze complex problems and recommend possible solutions
- Ability to learn and understand PC software applications
- Alpha and numeric recognition
- Ability to carry out assignments through oral and written instructions
- Ability to recognize and protect confidential information
- Ability to evaluate current programs, events, operations or tasks and find opportunities for improvement.

**PHYSICAL REQUIREMENTS:**

- Frequent standing and walking for prolonged periods
- Ability to work in inclement weather
- Ability to operate City vehicles
- Ability to reach, stand, bend, stoop, climb, push and pull
- Ability to make and receive phone calls
- Ability to lift to move and setup equipment required for programs.
- Ability to operate City vehicles and equipment
- Ability to lift 35 pounds and transport 20 feet
- Ability to push/pull up to 30 lbs.
- Alpha & numeric recognition
- Hand and eye coordination adequate to operate office equipment

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- Farmers' Market Attendants

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.