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<input type="checkbox"/>	CIVIL SERVICE TESTED	<input type="checkbox"/>	FULL-TIME
<input type="checkbox"/>	CIVIL SERVICE UN-TESTED	<input type="checkbox"/>	TEMP. / PART-TIME
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City of Fairfield

Position Description

Position Titles: Recreation Leader – Farmers Market Manager

Reports to: Community Events Coordinator

Summary/Purpose:

The Farmers Market Manager is a part time position responsible for the day-to-day operation of the farmers market. This will include on-site presence at the market during all market hours, as well as off-site work during non-market hours. In addition, the manager will represent the market to the market’s vendors, the consumers, and to the community.

Essential Duties/Responsibilities:

- Serve as primary contact for potential new vendors seeking to submit applications, providing guidance for compliance with market rules and regulations.
- Identifies and either initiates or recommends follow-up communication with area businesses and community organizations, as well as other City departments, that may provide assistance to the market.
- Leads efforts to bring cooking demonstrations, educational programming, music or other cultural activities and special events to the market.
- Maintains roster of market vendors, market schedule, and all other records necessary to the operation of the farmers market.
- Must be present during market to ensure all participating vendors comply with market rules and regulations, ensure vendors are set up in assigned location, provide general market information to vendors and consumers, resolve disputes that arise, and maintain market grounds in a safe manner.
- Performs other duties as assigned.

Requirements/Qualifications:

Effective oral and written communications skills; leadership and managerial skill. Ability to follow oral and written instructions; ability to develop and maintain working relationships. Experience with project management, program coordination, event planning, and community building. Knowledge of the geographic area, including a working understanding of the region’s agriculture. Knowledge of current issues impacting agriculture, farmers markets, and local foods.

Minimum qualifications include: The ideal candidate will have a background in local agriculture, food, community, and local economies. Must be reliable, friendly, and self-motivated. **Valid Ohio Driver’s License.**

Physical and Environmental Requirements:

Good physical condition and general good health allowing performance of light to moderate physical effort; lifting materials and supplies, setting up equipment. Maximum unassisted lift is 50 lbs, average 30 lbs. May require travel by car and driving to distant sites. Work is both outdoors and indoors. Available for duty on a flexible intermittent schedule that may involve evening, weekend and holiday work. Basic First Aid and CPR/AED certification or the ability to obtain within three (3) months of hire.

Approvals:

Immediate Manager: _____ **Date:** _____

Human Resource Director: _____ **Date:** _____

Civil Service Commission: _____ **Date:** _____

This description is not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position. It is instead a description of the essential elements of the positions that are needed for recruitment, placement, orientation, training, competency assessment, classification, compensation determination and other Human Resource actions.