

**City of Claremont, New Hampshire  
Position Description**

<b>Position Titled:</b>	Farmers' & Artisan Market Coordinator	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Parks & Recreation Director	<b>Union/Merit:</b>	Merit
<b>Department:</b>	Parks & Recreation	<b>Grade Level-Points:</b>	5
		<b>Revised/Updated:</b>	2/15/2018

**Job Summary**

The Coordinator is responsible for administering and managing all aspects of the operation of the Claremont Farmers' Market, comprised of vendors of agriculture produce, prepared foods, and crafts.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Provide efficient, effective, and ethical leadership and customer service, internally and externally.
2. Serve as the contact person for the market, including for vendors, the median and outside organizations.
3. Communicate and enforce Farmers' Market rules, Recreation and Parks Department policies, and applicable NH State Law.
4. Attend trainings and meetings related to the operation of Farmers' Markets in New Hampshire.
5. Recruit new vendors as necessary to maintain a sustainable, self-supporting Farmers' Market.
6. Oversee the promotion of the Farmers' Market, including print, social media and other visual promotions.
7. Maintain a vendor database and manage all vendor correspondence throughout the season.
8. Develop, evaluate and distribute market rules to vendors and oversee their enforcement.
9. Serve as the on-site supervisor of the Farmers' Market and oversee set up, space assignments, fee collection, vendor mediation, and clean up.
10. Plan and manager Farmers' Market budget, financial records and reports. Includes fundraising and grant administration.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 ho8-hour is to show the typical condition requirements for sitting, walking and standing and should not be construed that all jobs are 8 hours.

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11. Work with the Recreation & Parks Department staff to ensure a sustainable and self-supporting Farmers' Market, and participate in coordinated efforts with other markets.
12. Familiarity with computers and word processing desktop publishing and spreadsheet software.

### **Peripheral Duties**

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

### **Desired Minimum Qualifications**

#### *Education and Experience:*

Graduation from high school or equivalent with 2-3 years work related experience in Farmers' Market management or equivalent.

Knowledge of the philosophy and objectives of Farmers' Market

Knowledge of methods involved in organizing, conducting, and supervising a comprehensive Farmers' Market program.

Ability to speak clearly and concisely before groups, with individuals, the general public and the media.

#### *Necessary Knowledge, Skills and Abilities:*

- Considerable knowledge of Farmers' Market philosophy, planning and administration.
- Knowledge of and ability to use computers and computer software.
- Ability to develop, coordinate, and direct varied vendors involved in a Farmers' Market program.
- Ability to establish and maintain effective working relationships with vendors, media, supervisors, other agencies, community leaders, and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to plan and supervise the work of paid staff and volunteers.
- Ability to create, administer and evaluate new and existing programs.
- Techniques of effective time management.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Page 2 of 5

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### **Supervision Received**

The Farmers' Market Coordinator is responsible to the Recreation & Parks Director who outlines departmental and market policies in consultation with Coordinator, and evaluates effectiveness of work.

### **Supervision Exercised**

Incumbent exercises working supervision over all vendors, volunteers at the Farmers' Market.

### **Responsibility for Public Contact**

Daily responsibilities of the Coordinator position require the use of extensive judgement and independent decision-making within the guidelines of the Farmers' Market rules, Recreation & Parks Department policies and NH State laws.

The position has frequent contact with vendors, media contacts and the general public, including the use of e-mail, telephone, personal contact, writing and public speaking.

### **Licensing & Certification**

It's preferred to maintain a valid motor vehicle operator's license.  
Current CPR- First Aid a plus

### **Tools & Equipment Used**

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine, sports and fitness equipment etc.

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement, carpeted floors, turf and other sport field and court surfaces.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertter, computer mouse.

**Typical Work Environment:**        Inside: 25%                      Outside: 75%

**Summary of Occupational Exposures:** Incumbent spends majority of time coordinating, conducting activities and special activities within the Farmers' Market. Frequent evenings and weekend hours are required.

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Working conditions could involve performance under varying weather conditions. The incumbent's working conditions are active and busy, typically quiet to moderately loud depending on the activities being performed.

### Physical Activity Requirements

#### Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Rarely required
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<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required
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<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

#### Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Occasionally required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

#### **During an 8-hour Day, Employee is Typically Required To:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

#### **Cognitive and Sensory Requirements:**

<u>Talking:</u>	Necessary for communicating with others.
<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.

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Tasting & Smelling: Not required for the performance of the functions of this position.

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