



## VACANCY ANNOUNCEMENT FOR GLENN COUNTY CERTIFIED FARMERS MARKET MANAGER

Established in 1989, the Glenn County Resource Conservation District ("RCD") is organized under the California Public Resources Code, Division 9 and is a Special District of the County of Glenn. The RCD is led by a seven-member, volunteer Board of Directors who has an Annual Plan and Long Range Plan to address resource concerns and opportunities within the County. The RCD's Mission is "*To promote a sustainable, economically healthy county through services and management of natural resources while maintaining a desirable environment and addressing local resource issues and opportunities in a timely manner*". To achieve this mission, the RCD has a variety of projects through grants, contracts and special enterprise projects. The RCD works closely with private landowners and land managers, the community, local, state and federal agencies, and is partnership focused.

The RCD is currently accepting applications for the position of Glenn County Certified Farmers Market Manager. The position will be a Non-Exempt temporary, part-time position which is contingent upon available funding. The position may be for approximately 15 to 20 hours per week.

This position will be based at the USDA Service Center, 132 North Enright Avenue, Suite C in Willows, California 95988.

### **GENERAL JOB DESCRIPTION:**

The Glenn County Certified Farmers Market Manager (Market Manager) will manage the Glenn County Certified Farmers Market (GCCFM) held in Orland on Saturdays and Willows on Wednesdays, June 2012 through October 2012. Reporting to the Executive Officer, the Market Manager is responsible for managing the GCCFM through the RCD's Advisory Committee. Management must be consistent with the GCCFM strategic plan, goals and objectives, and policies and procedures of the RCD. The position requires an ability to work as part of a team as well as independently to complete duties. The Market Manager must have the ability to work flexibly within a set of wide-ranging and often changeable tasks.

### **QUALIFYING SKILLS:**

- Associate degree, preferably in Business or Accounting, or equivalent education and experience
- Be committed to the Market and believe in the value of local/sustainable food production and direct marketing
- Have an interest in the concerns, lifestyles and needs of growers
- Be an effective and respectful communicator with growers, regulatory authorities, the media and the community (both verbal and written skills)
- Have a leadership style that invites cooperation while building positive relationships, and be able to remain fair when managing conflicts with vendors and customers
- Demonstrate organizational skills necessary to keep records, comply with regulations and keep track of vendors and volunteers

- Develop an aesthetically pleasing and upbeat atmosphere, create promotional and advertising media, and schedule complimentary events/activities at the Market
- Capable of working flexible hours on a seasonal basis as necessary
- Demonstrate knowledge in farmers' market management and the regulations pertaining to farmers markets and how those regulations affect its operation and performance, or demonstrate the desire to acquire such knowledge
- Be able to document a connection to Glenn County at large and the surrounding counties, or demonstrate a desire to create these connections
- Be capable of demonstrating a long-term commitment to the success of the Market, and/or develop a plan that will sustain the Market for future, long-term success
- Ability to lift up to 60 pounds.
- Valid CA State driver's license and proof of insurance.

## **DUTIES:**

- Work with the RCD's GCCFM Advisory Committee (Committee) and Sub-Committees to assure the long-term success of the Market
- Administrative
  - General operating duties
  - Human resources
    - Recruiting and leading volunteers
  - Financial record keeping
    - Budget creation
    - Weekly booth fee collections and deposit preparation
  - Promotion and advertisement
  - Seek additional funding opportunities through sponsorships
- Market Duties
  - Prepare, receive, review, approve/deny and maintain Market applications
  - Prepare Market layouts and stall assignments on a weekly basis
  - Coordinate opening and closing of the Market
  - Enforce Market Rules and Regulations
  - Handle emergencies and complaints
  - Maintain a daily Market log
  - Hold vendor meetings/trainings as necessary
  - Maintain a Market Booth and/or presence at Market
  - Collect vendor booth fees
  - Distribute and collect Daily Load Lists from agricultural vendors
- Acquire and Provide Reporting on All Necessary Permits/Licenses and Programs
  - California Certified Farmers Market Program
  - Glenn County Department of Ag Farmers Market Applications
  - Glenn County Health Services
  - Local Police Departments
  - Monitor compliance with relevant regulations and codes
  - Maintain communications with city and county officials, health departments, etc.
  - Women, Infant & Children/Farmers Market Nutrition Program (WIC/FMNP), Senior Farmers Market Nutrition Program, Electronic Benefits Transfer (EBT), etc.

**WAGE:** Starts at \$8.00 per hour, plus the potential to receive commission on sponsorships obtained for GCCFM

**APPLICATION PROCESS:** Send cover letter, resume and a list of at least three work references to:

Glenn County Resource Conservation District  
Attn: Kandi Manhart, Executive Officer  
132 North Enright Avenue, Suite C  
Willows, CA 95988

PHONE: (530) 934-4601 x5

FAX: (530) 934-8667

EMAIL: [kandi.manhart@ca.nacdn.net](mailto:kandi.manhart@ca.nacdn.net)

WEBSITE: [www.glenncountyrcd.org](http://www.glenncountyrcd.org)

**APPLICATIONS DUE BY 4:00 PM, February 3, 2012.**

For further information or questions please contact Kandi Manhart, Executive Officer.