ASSISTANT TO FARMERS MARKET MANAGER

This is operational management work of a multi-faceted Farmers Market. Under the general supervision of the Farmers Market Manager, employee directs day-to-day operation of the farmers market. Employee advises growers in proper methods of sorting, grading and packing fruits and vegetables. Employee helps to arbitrate and settle disputes which arise between buyers and sellers. Employee provides input into formulation of policies, fees, rules and regulations for the market and enforces them. Employee serves as assistant manager of the farmers market and acts on behalf of the manager in his absence. Employee supervises the maintenance and other support staff. Work may include other duties as assigned.

I. DIFFICULTY OF WORK:

Variety and Scope - Employee is involved with all aspects of management of the market including supervising maintenance workers, and gate-keepers, coordinating work of community service workers, developing and enforcing market policies and rules, and gathering and reporting prices through local media.

Intricacy - Work requires considerable independence when responding to immediate needs of sellers on the market. On-the-spot decisions are often necessary when advising growers on the various marketing options and in negotiating disputes between buyer and seller.

Subject Matter Complexity - Work requires considerable knowledge of marketing practices and USDA grade standards for a variety of fruits and vegetables: Work also requires broad knowledge of maintenance methods and techniques, and ability to instruct and coordinate the work of other employees who perform these tasks.

Guidelines - Operational guidelines are determined by the Farmers Market Manager and are generally available. USDA grade standards are available, but require independent application.

II. RESPONSIBILITY:

Nature of Instructions - Instructions are of a general nature and are delivered verbally and by written memorandum. Day-to-day tasks are performed independently and with minimal supervision.

Nature of Review - Work is reviewed through general observation and by the feedback that is provided by buyers and sellers at the market.

Scope of Decisions - Decisions affect buyer, seller, and producers of fruits and vegetables. A financial effect can be realized within the state, nationally, and internationally.

Consequence of Decisions - Employee's work may have a substantial impact on the quality of fruits and vegetables offered for sale at the farmers market and the price received by the buyer and seller. The overall use by buyer and seller at the market may be affected by this employee's decisions.

III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Employee has daily and frequent contact with a variety of fruit and vegetable growers, packers, distributors, buyers, sellers, and transporters. Employee also has frequent contact with the general public, agricultural commodity associations and the media.

Nature and Purpose - Work involves directly the day-to-day operations of the farmers market, meeting the needs of both buyer and seller and maintaining the facilities and grounds.
IV. OTHER WORK DEMANDS:

Work Conditions - Work requires the employee to observe operation of the market in sheds and display booths that are located outdoors exposing the employee to inclement weather. On-site inspections also require the employee to conduct a portion of their work in large refrigerated rooms.

Hazards - Employee is exposed to the operation of forklifts and other industrial equipment that is used in hauling and transporting agricultural commodities.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the techniques and principles involved in production, processing, grading, packaging, and marketing of agricultural commodities. Considerable knowledge of the North Carolina agricultural commodities sold on the market. Considerable knowledge of USDA grade standards for horticultural crops. Ability to communicate effectively in oral form. Ability to direct and supervise a support staff. Ability to establish and maintain effective working relationships with producers and processors of agricultural products, dealers, trade associations, and the general public.

Minimum Training and Experience Requirements - Graduation from a four-year college or university with a major in horticultural science, crop science, or related agricultural curriculum and two years of experience in agricultural marketing or in an advanced level of agricultural commodity grading in horticultural crops; or an equivalent combination of training and experience.