

Farmers Market Coordinator

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this seasonal position is responsible to assist both the Town and the participants in the Town of Colonie's Farmers Market. The Coordinator works with market vendors and town employees to maintain an organized event. The incumbent is responsible for representing the market to vendors, consumers and the public. The Coordinator is directly supervised by the Youth Services Specialist. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Vendor attendance during the hours of the Farmers Market;
 Collect and record stall fees;
 Set up market and parking signage;
 Maintain market grounds;
 Responsible for stall assignments, weekly maps and any substitutions;
 Enforce all State, County and park Farmers Market rules and regulations;
 Respond to questions from vendors and public regarding the market;
 Responsible to resolve any disputes involving the vendors;
 Acts as a liaison between the Farmers Market Committee and the farmers;
 Provides to the committee accounting and performance reports;
 Review the market area at business end for cleanliness;
 Designate locations for clowns, musicians and acts;
 Completes and signs Farmers Market Nutrition Program forms;
 Carries a town authorized cell phone during working hours;
 Keeps all necessary records.
 Responsible for working the Farmers Market table

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the farmers market program; good knowledge of the rules and regulations that govern the administration of a farmers market; good knowledge of PC computer based technology; ability to think creatively; ability to work with the public; good communication and organizational skills; ability to be self-motivated and work independently.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of a High School equivalency diploma. Experience with computers as well as good communication skills. Has a New York state driver's license.

Adopted 3/23/17
 Town of Colonie
 Personnel Officer
 Amended 2/5/18