



## **Farmers' Market Manager**

### **Job Advertisement**

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#### **Introduction**

The Village of Oak Park is seeking qualified candidates for the position of Farmers' Market Manager.

#### **Description of Oak Park:**

The Village of Oak Park, Illinois is a thriving, transit-oriented community of about 52,000 people located immediately west of the City of Chicago and known for its great neighborhoods, architectural heritage and innovative public policy initiatives. Within its 4.5 square miles live one of the region's most diverse mixes of cultures, races, ethnicities, professions, lifestyles, religions, ages and incomes.

Oak Park operates under the village manager form of government. An elected legislative board consisting of a president and six trustees set policy and a professional manager oversees the day-to-day administration of government. Village services and programs are delivered by about 370 employees.

#### **Description of the Department's operational functions and other information:**

Manage the Oak Park Farmers' Market including the vendors that sell directly to the public within established guidelines. This is a part-time contract position with work from January-December and work required on Most Saturdays from May through October.

#### **Primary Duties and Responsibilities of the Position include, but are not limited to:**

- Maintain bookkeeping and petty cash system and records related to merchandise sales, the Electronic Benefit Transfer (EBT) program (Supplemental Nutrition Assistance Program) and wireless processing of sales through the merchant services device; provides periodic reports and accounting for sales, grant reporting and inventory.
- Attends monthly Farmers' Market Commission meetings as well as assigned subcommittee meetings.
- Reviews vendor applications and issues vendor permits and processes associated fees.
- Assigns and marks vendor spaces.
- Arranges banners, merchandise, barricades, canopies and table set up.
- Maintains and distributes necessary supplies and equipment.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.

- Answers questions and resolves problems as they arise.
- Opens the Market for vendors by the established time; assures that parked cars are removed; opens storage facilities; sets up the information booth, tent and tables; sets up bag stand, chairs, bulletin board, sales stock; check all scales; issues signs and name tags to vendors.
- Ensures that Market day activities are implemented efficiently, surveying vendors to monitor rule compliance, ensures that the grounds are clean and free of debris, manages grievances of buyers and sellers, ensures that the appropriate first aid equipment is available, handles lost and found items, assisting vendors as needed and manages all aspects of the information booth at the Market.

**Minimum and Desired Qualifications with Salary Range and Benefits:**

A minimum of one year of administrative and/or entrepreneurial experience in addition to demonstrated responsible community service including familiarity with the Village of Oak Park Farmers' Market or similar open markets. Methods and techniques for delivering outstanding customer service; principals of bookkeeping and/or accounting, pertinent Federal, State, and local laws, codes and regulations regarding the sale of perishable and non-perishable food items and Market related merchandise.

Hourly rate is \$22.00 per hour.

**Instructions on how to apply:**

Interested candidates should mail their cover letter, resume and Village application to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302, or submit by email to [Careers@oak-park.us](mailto:Careers@oak-park.us).

More information on applying for a position with the Village of Oak Park is posted at [www.oak-park.us/jobs](http://www.oak-park.us/jobs).