



## County of Bland, Virginia

## Job Description

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**JOB TITLE:** Bland County's Farmers' Market Manager

**FLSA STATUS:** Non -Exempt

**DEPARTMENT:** County Administration

**EMPLOYMENT STATUS:** Non-Exempt

### **SUMMARY OF JOB PURPOSE**

This is a temporary, part-time, hourly position working from June through October, working up to ten (10) hours per week. Under the direct supervision of the Bland County Project Manager, the Market Manager will be responsible for the day-to-day operation of the Market, which includes on-site hours as well as off-site work during non-market hours. This person will represent the market to the market's vendors, the consumers and to the community.

### **JOB CONTENT**

Duties may include but are not limited to the following:

Ability to lift 50 pounds, handle exposure to elements, standing or walking for long periods, Must have access to reliable transportation, large enough to transport market supplies, plan, coordinate and stage events, contact local media, advertise for upcoming events, basic bookkeeping, Must have access to email, budgeting, develop and manage people, budgets and programs, marketing, follow government regulations, market policies ,work with Virginia Department of Agriculture and Consumer Services (VDACS)

### **EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE**

High school graduate.

Experience or education in local agriculture, business management, Computer skills including Microsoft Office

Knowledge of food/agriculture/farm industry

Familiar with Virginia Department of Agriculture and Consumer Services (VDACS)