

The City of Santa Monica is actively seeking candidates for **Farmers' Market Manager**



Transforming local government for the 21st century

About the Position

The City of Santa Monica is seeking a proactive and collaborative leader to oversee the Santa Monica Farmers' Market program.

The Santa Monica Farmers' Market was established in 1981 and is supported by eight staff and numerous volunteers. The division operates four weekly Farmers' Markets throughout the year, including the world famous Wednesday market. The market participants include over 140 California farmers, 20 prepared food vendors and rotating featured restaurant booths.



Collectively, they provide nearly 20,000 weekly customers and residents with a selection of fresh, seasonal produce year-round that is preeminent among farmers' market programs in the state. This position is within the City of Santa Monica Housing and Economic Development Department. The Farmers' Market Manager is responsible for managing the operation of the City's Farmers' Market program, including the on-site management of the flagship Wednesday market, and providing leadership and supervision of the Farmers' Market team. The City is interested in attracting a strong leader who exhibits outstanding people management and organizational skills and has a history of managing in an inclusive manner with emphasis on team work and staff development.

Major duties also include ensuring development and management of the annual operating budget (\$880,000), ensuring vendor and regulatory compliance, providing industry expertise and participating in the development and review of City and state legislation and regulatory measures affecting market operations.

The Farmers' Market Manager will also manage and direct special activities, communications and program initiatives for the farmers markets and continue to nurture strong working relationships with the market participants, market managers, code enforcement representatives, community groups and the public.

The position will work closely with a diverse range of internal and external stakeholders including staff from other City departments, the public, Santa Monica Malibu Unified School District, local media outlets as well as California farmers, other non profit and farmers market organizations, prepared food vendors and local restaurateurs and chefs.

About the Santa Monica Farmers' Markets

Santa Monica Farmers' Market opened Wednesday July 15, 1981 in Santa Monica's downtown retail district with goals of providing reasonably priced, high quality produce to the city's population, and bringing more foot traffic into the downtown area. The Wednesday market met with instant success in its first year. Today, the Wednesday Farmers' Market is widely recognized as one of the largest and most diverse grower- only certified farmers' markets in the nation attracting a loyal customer including many of Los Angeles' best known chefs. Operations expanded to include the Saturday Downtown Market in 1991, the Saturday Pico Market in 1992 and the Sunday Main Street Farmers' Market in 1995. Each market was developed in collaboration with local businesses and resident groups and they all have their own distinct characteristics. For example, the Sunday Market features a higher percentage of prepared food booths, as well as retail businesses from the local business district, live music, arts and crafts, and activities for children (e.g. face-painting, cooking classes).



Benefits

The following annual salary and benefits are being offered for this position:

• **Salary Range:** \$101,088 - \$124,800 annually.

CalPERS Retirement: California Public Employees' Retirement System (CalPERS) retirement formula is based on appointment date and membership status with CalPERS. The City does not participate in Social Security but does participate in Medicare, which requires a 1.45% contribution by both the employee and the City.

City Paid Health Insurance:

Effective January 2018, the City pays 93% of the medical insurance premium for employees and eligible dependents with the employee contributing 7%. The City pays 100% of dental and vision premiums and the Employee Assistance Program for employee and eligible dependents.

Retiree Medical Trust: The City currently contributes into a retiree medical trust which would be available to you upon meeting all eligibility requirements.

Vacation: Minimum of 12 days per year; maximum of 21 days per year. Vacation leave cash out available.

Professional Administrative Leave: 11 days per year; option to cash out 5 days.

Sick Leave: 12 days per year; sick leave buyout program may be used to cash out leave at the end of each fiscal year.

Holidays: 12 days per year including two floating holidays; one cashable floating holiday becomes available at the beginning of each fiscal year and one non-cashable floating holiday becomes available January 1st.

9/80 Work Schedule: Every other Friday off.

Supplemental Retirement Plans: \$50 per month contribution into a 401(a). Employees may voluntarily participate in a 457 plan.

Term Life Insurance: Twice annual base salary rounded to the nearest \$1,000, up to a maximum benefit of \$500,000 and LTD.

Staffing

The current Santa Monica Farmers' Market staffing structure consists of a staff of four full-time, two part-time permanent, two part-time as-needed and a number of volunteers and interns. Each market currently has a dedicated market manager who is responsible for the operations of their assigned weekly market. In addition to the Manager position the workgroup has three other full-time staff including a Farmers' Market Assistant who provides administrative support to the team, administers the accounting and oversees the education programs, and Farmers' Market Coordinator I and II staff who each manage a weekly farmers market and are also responsible for a range of administrative and operational responsibilities. The Farmers' Market Manager is responsible to lead and supervise this team and provide staff development and leadership while ensuring the highest possible standards for the market operations and customer service.

Qualifications

Experience in a similar community setting with high-level service expectations is extremely desirable. At least five years of increasingly responsible supervisory experience in managing or coordinating a certified farmers market, large scale culinary events or large outdoor public events with an emphasis on community service is required, as well as a Bachelor's degree in Public Administration or related field. The salary range for this position is \$101,088 - \$124,800 annually and includes a generous benefits package.

How to Apply:

Candidates must submit a clear concise, completed online City application and answer the supplemental questions by **5:30pm on Monday, November 26, 2018**. (Oral Interviews tentatively scheduled for Tuesday, December 11, 2018).

To Apply visit www.smgov.net/jobs.

All applicants will be reviewed and only those candidates determine to be most qualified for the position on the basis of experience, training and education as submitted, will move forward in the selection process. The selection process may consist of one or more interviews, writing assignments and assessment tools.

The candidate who has successfully completed all prior phases of the selection process will be subject to a thorough background investigation.



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