

HAWAII FARM BUREAU

Job Description

General Manager HFBB Farmers' Markets

Exempt (Y/N): Yes

SUMMARY: This position will be responsible for all aspects of the management of the Hawaii Farm Bureau's Oahu Farmers' Markets to ensure the Market purpose of supporting farmers and ranchers in the sale of local products and produce, to ensure vendor compliance with Farmers' Market policies and vendor fees; ensure profitability and growth of the Markets; requires in-office presence with some field and Market presence. Strong verbal and written communication and management skills are essential and occasional travel is required.

ESSENTIAL DUTIES & RESPONSIBILITIES: This position is responsible for overseeing all of HFBB's Oahu Farmers Markets and supervising the On-Site Market Coordinators, Assistant Coordinators, and Merchandising Manager.

Review and approve vendor applications, ensuring that required documents are in order prior to the vendor assignment to the Market. Maintain updated and current database of vendors, contact information, and vendor files.

Assign vendors to their stalls, receive vendor cancellations and obtain replacement vendors, and establish appropriate tier levels and related fees. Develop and provide weekly online information for each Market.

Prepares vendor invoices, both for prepayment and reconciliation of actual participation, and is responsible for the collection of monthly vendor payments. Maintain accurate accounting and preparation of deposits to the Market account.

Responds to vendor and customer complaints and questions; resolves disputes that are not resolved at the Market Manager level.

Maintains inventory and purchases supplies for Markets.

Periodic on-site presence at the Markets is required for vendor audit compliance with Market rules and observations of Market operations. Conducts farm and business inspections as needed.

Identify new Market venues with budget analysis and potential for market growth.

Creates community relationship development, and promotional/special event programs at the Markets.

Oversee HFBB merchandising.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from an accredited college or university in business, management, agriculture, or related field and a minimum of 5 years experience in the public or private sector; or equivalent combination of education, training, and experience. Knowledge of Hawaii's agricultural production and practices is desirable. This position requires a self-starter and highly motivated individual.

MANAGEMENT SKILLS: Excellence in organizational management with the ability to coach staff, manage and set and achieve strategic objectives and manage a budget; ability to focus in an environment of continuous competing tasks and priorities.

LANGUAGE SKILLS: Excellent written and verbal communications skills; an effective communicator with excellent interpersonal and multi-disciplinary project skills. Ability to read and interpret federal, state, and county government regulations, ordinances, and laws. Ability to write routine reports and correspondence. Ability to promulgate both oral and written reports and correspondence and must have reasonable skill at public speaking.

MATHEMATICAL SKILLS: Ability to apply moderately complex mathematical concepts. Ability to work with mathematical operations related to daily tasks.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Employee must have knowledge of computers including Microsoft Word, Outlook, Excel, Quickbooks, and Internet usage.

TRAVEL: Employee must possess a valid State of Hawaii driver's license and be willing to travel both in and out of state. The employee will be required to make occasional day and/or overnight travel, mostly by car with occasional inter-island air travel.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to lift equipment weighing less than 50 pounds, sit, while using their hands and fingers, handle, or feel objects, tools, or controls, talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions while participating in farm or other environmental tours. The noise level in the work environment is usually low to moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all the essential duties, responsibilities, and requirements of personnel.