



FLEA MARKET COORDINATOR

SALARY GRADE: [C1-40](#)

DEFINITION:

Under the direction of an assigned administrator, oversee and provide on-site leadership to student staff and vendors on Flea Market days of operations; maintain office operation during the work week as assigned; work collaboratively with the Director of College Life to assist in developing goals, objectives, and procedures relative to the Flea Market and its operations.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Train and provide work direction and guidance to assigned personnel; interpret Flea Market rules and regulations; ensure safety and cleanliness of assigned areas.
2. Facilitate cashiering services, accept payment for fees of vendors seeking selling areas in the De Anza Student Body (DASB) Flea Market.
3. Reconcile daily cashier sales reports and bank deposits; accumulate, review, and follow-up on payments to various outside agencies.
4. Review vendor accounts on a computerized database for payment and licensing status.
5. Answer questions in person, on phone and via email regarding assistance for vendors, contractors and the public including but not limited to Flea Market reservations, collecting payments, regulations, and allocating selling areas for vendors.
6. Issue and maintain records of vendors and selling area sales.
7. Account for inventory of supplies needed for the Flea Market and submit orders for needed supplies.
8. Operate a computer, 10 key calculator and other assigned office equipment.
9. Participate in various activities of the assigned area.
10. Prepare and maintain a variety of records and reports.
11. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Pertinent federal and state laws and regulations.
2. Public relations and customer service skills.
3. Basic math skills.
4. Oral and written communication skills.
5. Operation of a computer and assigned software.

6. Record-keeping techniques.
7. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Effectively oversee the operations and activities of a retail flea market.
3. Market and promote events.
4. Represent the college to vendors, contractors and the public.
5. Establish and maintain cooperative and effective working relationships with others.
6. Communicate effectively both orally and in writing.
7. Complete work with many interruptions.
8. Meet schedules and time lines.

Education and Experience

1. High school diploma.
2. One (1) year increasingly responsible experience in coordinating events.

WORKING CONDITIONS:

Environment:

1. Indoor and outdoor work environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lift light to moderate objects up to 30 lbs.

Date Approved: March 19, 2012
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