LENEXA PUBLIC MARKET MANAGER

LENEXA, KANSAS

The Community

Part of the 2.2 million-resident Kansas City metropolitan area, Lenexa, Kansas, has found success pairing historic charm with thoughtful planning and a vision for the future. Known as the "City of Festivals," this Johnson County community sets itself apart as one of America's best places to live with a never-ending supply of family fun, extensive outdoor recreation amenities, and destination developments.

Thirty-three parks, four area lakes, and more than 45 miles of trails take residents from the open water to the open prairie, and sporting enthusiasts have their selection of courts and courses dedicated to basketball, disc golf, horseshoes, roller hockey, pickleball, sand volleyball, skateboarding, sledding and tennis. The City also caters to residents of all ages with more than two dozen annual special events, 27 playgrounds, a 100,000-square-foot Rec Center featuring cutting-edge fitness equipment and an indoor pool, a Community Center with a wide range of recreation and cultural programming, and a Senior Center that helps keep residents age 60 and older active and engaged.

The 200-acre Lenexa City Center live/work project combines shopping, restaurants and entertainment venues with offices, hotels and public institutions, including City Hall, a 250-seat community forum, public art gallery, the Lenexa Public Market, the Lenexa branch of the Johnson County Library and the Shawnee Mission School District Aquatics Center. Over in Old Town Lenexa, visitors can enjoy exploring a historic business district dotted with homes and churches.

Lenexa families are served by three award-winning public school districts — Shawnee Mission, Olathe and De Soto — as well as nearby private education options — St. James Academy, Maranatha Christian Academy and St. Thomas Aquinas High School. Residents pursuing higher education also have a selection to choose from, including Johnson County Community College, Park University's Lenexa campus, the University of Kansas' Edwards and Medical Center campuses, Kansas State University in Olathe and the main campus of the University of Kansas just 30 minutes away in Lawrence. Transportation in and around Lenexa is aided by I-35, I-435, U.S. 69, K-10 and K-7 highways.

Once lands owned by the Shawnee Tribe — and, according to legend, named after Na-Nex-Se, the wife of Shawnee Chief Thomas Blackhoof — the City of Lenexa was established in 1869 and incorporated in 1907, populated by a steady stream of primarily German, Swiss and Belgian settlers who forged the Santa Fe Trail to farm the area's fertile soil.

Today, Lenexa residents cherish and preserve that rich heritage while promoting managed growth and exciting new development within their 34.3 square miles that has contributed $2.1 billion in new construction over the past five years. Rather than farming, the City's 57,434 residents are now more likely to work in manufacturing, distribution/logistics, healthcare, engineering or biosciences. Major employers include Kiewit Corporation, PRA

VISION:

The City of Lenexa: Leaders in the delivery of exceptional public service.

MISSION:

The City of Lenexa provides exceptional service thorugh a team of dedicated professionals working in partnership with the community.

VALUES:

make every decision with
integrity

deliver results through
teamwork

provide exceptional
service

lead into the future with
vision

dedication
to excellence

we care

Health Sciences, Quest Diagnostics, UPS, Amazon, JC Penney, and the Region 7 offices of the Environmental Protection Agency. Investments in significant projects like Lenexa City Center, Sonoma Plaza and the Lenexa Logistics Centre continue to attract new development to the area.

The City has a median income of $88,126 and an average home value of $352,000.

GUIDING PRINCIPLES

The Mayor and City Council members commit to responsible governance and pledge that local decisions will be made in a transparent, thoughtful, and inclusive manner. They strive to do the right things for the right reasons guided by these core principles.

Superior Quality Services: Ensure that services are provided efficiently and effectively in ways that create a safe, clean, and attractive community for residents, businesses and visitors.

Prudent Financial Management: Provide exceptional value in public investments by committing to structural fiscal balance in operational and capital activities while upholding transparent finance and budgeting processes.

Strategic Community Investment: Purposefully invest in high-quality infrastructure, facilities, programs and initiatives across all areas of the community.

Extraordinary Community Pride: Celebrate Lenexa's history and reputation as a visionary community and use that heritage to instill future generations with the pride that is reflected in the City's public places, plans, programs and people.

Inclusive Community Building: Enthusiastically engage the public in community initiatives and visioning, including intentionally seeking input and ideas from a diverse assembly of stakeholders.

Responsible Economic Development: Fortify the City's economic base by encouraging high-quality private development as well as fostering economic opportunity through thoughtful planning processes and the judicious use of economic development investment programs.

Sustainable Policies and Practices: Lead by example in implementing sustainable and resilient practices where financially and operationally practical as well as enact community-wide policies and strategies that motivate both residents and businesses to do so when reasonable.

Values-based Organizational Culture: Create an organization that reflects the community's diversity and fosters a superior culture by employing, supporting and rewarding professionals who make decisions with integrity, deliver results through teamwork, provide exceptional service, lead into the future with vision, are dedicated to excellence and who truly care about Lenexa.

Governance and Organization

The Public Market is a municipally run food hall and business incubator operated by the City of Lenexa. The City is governed by a Mayor elected at large and eight City Council Members elected from four wards (two per ward) in non-partisan elections serving four-year, staggered terms. Working together, the governing body is responsible for making policy decisions and passing ordinances concerning the conduct and affairs of the City. The Council appoints a professional City Manager who implements the council's vision and policies and oversees the day-to-day operations of the organization.

City Manager Rebecca Yocham has served the Lenexa community since 1997 when she was first hired as the Assistant City Attorney. She took the lead of the Community Development Department in 2011 and was promoted to City Manager in 2019.

Lenexa's City Council and professional staff of 546 full-time employees share a vision of being leaders in the delivery of exceptional public service.

PUBLIC MARKET MISSION:

To create a place for the community to connect over food while giving independent food entrepreneurs an opportunity to start or build a business.

About the Public Market

Nestled in the heart of Lenexa's new downtown, City Center, the Lenexa Public Market is a municipally operated 11,000-square-foot food hall that includes nine independently owned and operated businesses ranging from coffee to comfort food from all over the world.

The Market is a highly trafficked cultural destination and local hangout in Lenexa. In 2021, the Market merchants achieved gross sales totaling just under $2 million with 155,000 visitors. The Market and its staff support the mission of the Market and its merchants through executing daily operations of the facility and planning events to drive traffic.

The Market is supported by a unique mix of short- and long-term merchant leases, temporary operating agreements, rental and class/event revenue, sponsorships, and a share of the City's Transient Guest Tax which supports tourism efforts in the community. The Public Market is approved for three full-time and four part-time positions with a budget of approximately $500,000.

About the Position

As a fully benefited City employee, the Public Market Manager reports directly to the Assistant City Manager and leads a six-member team responsible for executing the daily operations of the Market as well as planning events and initiatives to drive customer traffic. The Manager will create partnerships in the food community to cultivate prospective tenants and support the independent Market merchants through business coaching and mentorship.

The position supervises and coordinates preparation of documentation pursuant to the Market's annual budget, necessary regulatory compliance (including food licensing, wastewater permitting, and liquor permitting), merchant leases and operating license agreements, any service contracts with outside vendors, as well as the Market Rules & Regulations.

This position is a public-facing role that directly supports Lenexa's Vision 2040 strategic initiatives of Healthy People, Inviting Places, Vibrant Neighborhoods, and Thriving Economy.

Opportunities and Challenges

The new Public Market Manager will focus on several opportunities and challenges, including:

- **Customer Experience:** Now that the Public Market has a stable lineup of tenants and events that drive traffic, a renewed focus on elevating the customer experience — both in the way that merchants interact and how the Market presents to the public — is needed to make sure the Market continues to thrive.
- **Merchant Recruitment:** Making connections with the local food community to cultivate prospective Market merchants is one of the core duties of the Manager. The Lenexa Public Market was always planned to have an ever-changing mix of merchants to keep the offerings exciting. The right balance of new to seasoned merchants is the "secret ingredient" of the Market's success.
- **Staff Development:** The Public Market has two full-time Assistant Managers responsible for Marketing & Customer Service as well as Operations & Events. There are also four part-time Market Concierges responsible for customer service execution and the day-to-day activities of the Market. In collaboration with the Assistant City Manager, the Public Market Manager will be tasked with managing the dynamics of the team, many of whom are new to their roles within the last year.
- **Merchant Coaching and Mentorship:** The Market is an ecosystem that allows first-time food entrepreneurs to get a "taste" of what it's like to run their own space. The Market Manager acts as part business consultant and part mentor to many of the rookie restaurateurs, providing advice and critical feedback about product offerings, operations, pricing, personnel management, and regulatory compliance.

Ideal Candidate

The City of Lenexa is seeking a highly adaptable and enthusiastic leader who understands how to navigate the complex role of being a coach/mentor to independent entrepreneurs while also addressing sensitive situations diplomatically to ensure merchants are aligned with the mission of the Market.

The ideal candidate is a relationship builder who can motivate and inspire both their employees and the community and enjoys taking a team approach to problem-solving. They should also be a strategic and creative individual who is comfortable with making connections outside the Market to develop partnerships and potential merchants.

Qualifications for this position include:

- Knowledge of the "buy local" movement and the concepts underlying the regional food system and how the Public Market fits into that system.
- Ability to lead and coach a culturally diverse set of independent food entrepreneurs.
- Organization and planning skills, particularly in the area of marketing and events.
- Experience in managing and operating a hospitality or food/beverage business.
- Ability to analyze complex information, identify and address issues, and present matters in a way that builds trust and can be easily understood by Market merchants, City staff, the City Council, and the public.
- Skill in problem solving in a fast-paced environment.

Education and Experience

This position requires a bachelor's degree in business, restaurant/hospitality management, or related field and five years of experience in restaurant/retail/wholesale management, business development, marketing, or similar field with at least three years of supervisory experience; or equivalent experience, education or training and possession of a valid driver's license.

Personal relationships with local entrepreneurs and the local for- and non-profit networks that support them, and five years of supervisory experience in managing and operating a hospitality or food/beverage operation are highly desired.

Compensation and Benefits

The annual salary range for this position is $64,995 to $90,000.

The City also offers a comprehensive benefits package including health insurance with an in-house wellness clinic for employees and dependents; dental, vision and life insurance; vacation, personal and sick leave; paid holidays; short- and long-term disability; and cell phone allowances.

Additionally, the City participates in the Kansas Public Employees Retirement System, which combines a 6% employee contribution with an 8.95% match, and City-sponsored supplemental retirement plans with a 4% City contribution and additional matching opportunities.

APPLICATION PROCESS

Please apply online at:
Lenexa.com/jobs

Contact for more information:
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Resources

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