

RECRUITING ANNOUNCEMENT

Government Contracts Advisor

Nevada Procurement Technical Assistance Center (PTAC) – Procurement Outreach Program

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Government Contracts Advisor to educate Nevada businesses about contract opportunities with federal, state and local governmental entities, and to assist with program infrastructure responsibilities and tasks.

Core Functions & Responsibilities:

Primary

- Assist with program infrastructure responsibilities and tasks to include those that are administration-related
- Maintain working knowledge of federal, state and local contracting laws, regulations and rules
- Assist clients with appropriate registrations, certifications and marketing for government contracting
- Identify small business contracting opportunities
- Promptly record details, with actions taken, of client meetings as well as client inquiries, comments and recommendations for improvement
- Communicate and coordinate activities with Nevada PTAC team members
- Travel to client sites and events as needed
- Selected candidate will be expected to pursue national organization's (APTAC) certification after two years of on-the-job experience

Secondary

- Plan, organize and present government procurement-related classes
- Participate in public relations and networking activities for the Nevada PTAC
- Other duties as assigned

**NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT
Government Contracts Advisor - Recruiting Announcement (Continued)**

Knowledge/Skills/Abilities:

- Knowledge of, and experience with, procurement processes and principles
- Knowledge of SAM registration, GSA schedules, and small business certifications preferred
- Proficiency in the use of software applications (Microsoft Office, Excel, Power Point, Publisher, Outlook and Internet)
- Valid Nevada driver's license

Education and/or Experience:

- College degree from accredited university in Business or a related field OR equivalent combination of education, training and procurement related experience
- Minimum of 2 years' experience in a government acquisition environment

Salary and Benefits:

\$51,510 annually. This is a full-time, non-classified and exempt position.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Location:

Las Vegas, Nevada

Travel Requirements:

Frequent travel within Nevada is required. Occasional out of state travel.

To Apply:

Please email resume to msibley@diversifynevada.com

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 West Nye Lane
Carson City, NV 89703

No phone calls, please.

Application Deadline:

Resumes will be accepted until recruitment needs are satisfied.