

## **RECRUITING ANNOUNCEMENT**

### **Deputy Director, Nevada PTAC**

#### **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 Deputy Director for the Nevada PTAC. The Deputy Director of the Nevada PTAC will be responsible for performing procurement outreach and helping Nevada businesses seek public sector contracts, supervising some PTAC team members, assisting with PTAC budget development and management, helping to ensure program alignment with the Nevada Governor's Office of Economic Development plan, and PTAC record-keeping and compliance reporting. This position reports to the Director of the Nevada PTAC.

#### Core Functions & Responsibilities:

##### Primary

- Identify small business contracting opportunities to benefit Nevada businesses on their quest for local, state and federal government contracts
- Maintain working knowledge of federal, state and local contracting laws, regulations and rules
- Assist clients with appropriate registrations (e.g., SAM), small business certifications (e.g., SDVOSB) and marketing for government contracting
- Conduct training and provide procurement counseling, in order for PTAC clients to successfully compete for and perform on government contracts and subcontracts
- Promptly record details, with actions taken, of client meetings as well as client inquiries, comments and recommendations for improvement
- Help to increase the visibility of the program by communicating with other state agencies, regional development authorities and business-rel. community organizations
- Train Nevada PTAC team members
- Assist with workshops, webinars, program requirements and goals, budget development and management, PTAC record-keeping and compliance reporting
- Communicate and coordinate activities with Nevada PTAC team members
- Travel to team member locations, client sites and events, as needed
- Selected candidate will be expected to obtain training and pursue national organization's (APTAC) certification after two years of on-the-job experience

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Secondary

- Help to possibly plan, organize and co-present a training workshop at the national organization's (APTAC) annual conference(s)
- Participate in public relations and networking activities for the Nevada PTAC
- Other duties as assigned

Knowledge/Skills/Abilities:

- Knowledge of SAM registration, small business certifications, and GSA schedules (preferred)
- Knowledge of, and experience with, procurement processes and principles
- Proficiency in the use of software applications (Microsoft Office, Excel, Power Point, Publisher, Outlook and Internet)
- Must be able to communicate clearly and effectively, both orally and in writing
- Excellent organizational skills
- Attention to detail, quality work products, proactive follow-through, and ability to manage expectations
- Valid Nevada driver's license

Education and/or Experience:

- College degree from an accredited university or college 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
- Experience supervising/leading at least two (2) personnel (preferred)
- Experience in procurement (buy-side), contracts (sell-side), and federal government cooperative agreements (preferred)
- Experience working with the small business community (preferred)
- Experience working with elected officials and community business leaders (preferred)

Salary and Benefits:

\$69,071 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; eleven (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

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Travel Requirements:

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

To Apply:

Please email resume to [msibley@diversifynevada.com](mailto: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.