

Nevada Governor's Office of
ECONOMIC DEVELOPMENT

JOB ANNOUNCEMENT

Director, Nevada PTAC, Procurement Outreach Program

Summary Description:

The Governor's Office of Economic Development is seeking an experienced Director for the Nevada Procurement Technical Assistance Center (PTAC), Procurement Outreach Program (POP), for our Las Vegas location. The Director, Nevada PTAC will be responsible for supervision of POP staff, POP budget management, POP alignment with the Nevada Governor's Office of Economic Development plan, and POP record-keeping and compliance reporting. This position reports to the Director of International Trade.

Core Functions & Responsibilities:

1. Facilitate and conduct seminars and workshops to benefit Nevada businesses in their quest for federal, state and local government entity contracts.
2. Increase the visibility and effectiveness of the program by communicating with other state agencies; development authorities; and business, civic, local and rural community organizations.
3. Ensure compliance with program requirements as specified by the Cooperative Agreement, as well as alignment with the goals of the Nevada Governor's Office of Economic Development state plan.
4. Actively participate in membership, conference and training opportunities offered through the national Association of Procurement Technical Assistance Centers (APTAC), the Department of Defense Western Regional Council (DODWRC), and other federal, state and local government agencies.
5. Train, direct and supervise the POP staff in the accomplishment of the following activities:
 - Locate Nevada business firms ("clients") that have goods and services sought by DoD, state and local government entities as appropriate.
 - Provide training and procurement counseling designed to strengthen the client's ability to successfully compete for and perform government contracts.
 - Help identify current federal, state and local government procurement opportunities for program clients.
 - Call on federal, state and local procurement offices and their prime contractors in the western states as an advocate for Nevada businesses.
 - Attend and sponsor technical conferences, procurement fairs and small business marketing seminars to advocate for Nevada businesses.
 - Place special emphasis on identification and assistance to business firms located in Historically Underutilized Business (HUB) zones, Disadvantaged Business Enterprises, Women-owned Businesses and Veteran Owned Businesses.

NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT
Job Announcement – Director, Nevada PTAC (Continued)

Knowledge/Skills/Abilities:

1. Must be able to communicate clearly and effectively, oral and written;
2. Excellent organizational skills; and
3. Strong attention to detail and quality work product.

Education and/or Experience:

1. Bachelor's Degree from an accredited institution of higher education or equivalent experience (mandatory);
2. Experience managing and/or supervising activities of 4-6 people (preferred);
3. Experience in procurement, contracts and federal grant programs (preferred);
4. Experience in working with the small business community; and
5. Experience working with elected officials and community leaders.

Salary, Job Location, Classification & Benefits:

- Salary: \$75,000-82,000
- Full-Time, Non-Classified, Las Vegas
- 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.
- To apply: Please forward resumes to the Nevada Governor's Office of Economic Development, Attention: Michelle Schierholt at mschierholt@diversifynevada.com, 808 West Nye Lane, Carson City, Nevada 89703.
- Only email applications will be accepted. No phone calls please.
- Resumes will be accepted until the recruitment needs are satisfied.

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