

## **RECRUITING ANNOUNCEMENT**

### **Government Contracts Advisor (2 Positions Available)**

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

Location: Carson City, NV / Teleworking during COVID-19 Pandemic

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Government Contracts Advisor to educate Nevada businesses about lucrative contract opportunities with federal, state and local government entities, and their prime contractors. The customer service-oriented team member shall help businesses, especially small businesses, looking to compete on public sector procurement opportunities and that are seeking to diversify sources of revenue, create jobs, retain jobs, and help the Nevada economy by winning, being awarded, and executing under government-related contracts and/or subcontracts. The professional position assists businesses, especially small businesses, to help drive the economy forward and to also diversify Nevada's economy.

This position backfills an existing job opening approved by the federal government.

#### **Core Functions & Responsibilities:**

- Adhere to professional protocol, policy and guidance in a highly-audited government environment both internally and externally
- Maintain working knowledge of federal, state and local procurement/contracting laws, regulations, rules, processes, etc.
- Counsel and assist clients with appropriate electronic system registrations (e.g., SAM, etc.), certifications, marketing suggestions for government contracting and/or subcontracting, solicitation analysis, proposal reviews, contract and/or subcontract issues, etc.
- Within about one (1) month of employment, obtain the U.S. Department of Veterans Affairs (VA) verification assistance counselor certification, in order to assist small businesses seeking their official and recognized veteran-owned small business designation and/or their service-disabled veteran-owned small business designation
- Develop long-term professional relationships with federal, state and local government contracting personnel, especially for guest speaker requests for a variety of Nevada PTAC functions
- Identify government-related contracting and/or subcontracting opportunities for for-profit businesses that become formal Nevada PTAC clients, especially small businesses looking to compete for and win contracts and/or subcontracts, in order to create jobs, retain jobs, and diversify the Nevada economy
- 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; this area will be continually gauged now and in the future because of the current pandemic
- Plan, organize and present government procurement-related classes via a variety of modes to include in person or virtually; this area will be continually gauged now and in the future because of the current pandemic
- Participate in public relations and networking activities; this area will be continually gauged now and in the future because of the current pandemic
- Other duties as assigned

**Knowledge/Skills/Abilities:**

- Knowledge of, and experience with, procurement processes and principles whether from direct government, prime contractor or subcontractor procurement experience, and/or from direct experience submitting proposals to the government, a prime contractor or a subcontractor is required
- Knowledge of GSA schedules, SAM registration and small business certifications is preferred
- 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 prioritize work assignments and manage expectations
- Ability to work in an office or room that is shared with another Nevada PTAC team member and where social distancing is practiced, and use personal protective equipment such as a mask or face covering; these will be continually gauged now and in the future because of the current pandemic
- Valid Nevada driver's license or ability to obtain one

**Education and/or Experience:**

- College degree from an accredited university in Business or a related field OR equivalent combination of education, training and procurement related experience
- Minimum of three (3) years' experience in a government, prime contractor or subcontractor procurement/acquisition environment and/or selling environment (e.g., reviewing solicitations, submitting proposals, etc.) to such entities

**Salary and Benefits:**

\$57,000 annually. This position will be full-time, non-classified and exempt.

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:**

Carson City, Nevada with Teleworking during COVID-19 Pandemic

**Travel Requirements:**

Frequent travel within Nevada is required. Occasional out of state travel. This area will be continually gauged now and in the future because of the current pandemic.

**To Apply**

Interested applicants must review the Nevada PTAC webpage, and email or mail a cover letter and resume to:

Michelle Sibley, Human Resources Manager  
Nevada Governor's Office of Economic Development  
808 W. Nye Lane  
Carson City, NV 89703  
[msibley@diversifynevada.com](mailto:msibley@diversifynevada.com)

**Application Deadline**

Resumes will be accepted until recruitment needs are satisfied.

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*