

## **RECRUITING ANNOUNCEMENT**

### **Government Contracts Advisor**

#### **Nevada 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.

#### Duties:

##### Primary

- Maintain working knowledge of federal, state and local contracting laws, regulations and rules
- Assist clients with appropriate registrations, certifications and marketing for government contracting
- Develop long-term relationships with federal, state and local government contracting personnel
- Identify small business contracting opportunities
- Promptly record details, with actions taken, of client meetings as well as client inquiries, comments and complaints
- Communicate and coordinate activities with all Nevada PTAC team members
- Travel to client sites and events as needed
- Selected candidate will be expected to pursue national organization's (APTAC) certification and/or Federal Contractor Certification following two years of on-the-job experience

##### Secondary

- Plan, organize and present government procurement classes
- Participate in public relations and networking activities for Nevada PTAC Procurement Outreach Program
- Maintain current contracting point of contact lists for client marketing and buyer events
- Other duties as assigned

Preferred Knowledge, Skills, and Abilities:

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

Salary and Benefits:

\$50,007.60 annually

This is a full time/non-classified/exempt position. The State of Nevada offers 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 benefits such as a deferred compensation plan are available.

Please note: The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer contribution plan is also available at a reduced gross salary.

Location:

This position will be based in Las Vegas, Nevada.

Travel Requirements:

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

To Apply:

Please forward resumes to the Nevada Governor's Office of Economic Development  
Attn: Michelle Sibley, 808 West Nye Lane, Carson City, NV 89703  
Or via e-mail at [msibley@diversifynevada.com](mailto:msibley@diversifynevada.com)

Application Deadline:

Resumes will be accepted until recruitment needs are satisfied.