

Nevada Governor's Office of Economic Development



Government Contracts Advisor Nevada PTAC – Procurement Outreach Program Location: Las Vegas, NV

Job Description

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 will include:

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:

\$50,000-\$58,000 annually (based on experience)

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.

Supervisor:

Nevada PTAC Procurement Outreach Program Director

Location:

This position will be based in Las Vegas, NV.

Travel Requirements:

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

Position Start Date:

August-September 2015

To Apply:

Please forward resumes to the Nevada Governor's Office of Economic Development
Attn: Michelle Schierholt, 808 West Nye Lane, Carson City, NV 89703
Or via e-mail at mschierholt@diversifynevada.com

Application Deadline:

Resumes will be accepted until the recruitment needs are satisfied.