

RECRUITING ANNOUNCEMENT

Government Contracts Advisor

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

Location: Carson City, NV / Teleworking/Hybrid Working Options Available*

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Government Contracts Advisor to counsel and 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 for-profit 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.

*This position requires the team member to reside in Carson City, NV or in the surrounding area, and have the capability to report to work at the Nevada PTAC's Carson City office when required or needed by the Nevada PTAC for a variety of purposes. The opportunity to telework when not physically in the Nevada PTAC's Carson City office is available.

Core Functions & Responsibilities:

- Adhere to professional protocol, policy and guidance in a highly-audited government environment both internally and externally; for example, both state and federal government personnel continuously audit the Nevada PTAC
- Maintain working knowledge of federal, state and local procurement/contracting laws, regulations, rules, processes, etc.
- From a procurement technical assistance perspective, 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 scale their companies and 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 in-scope 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 to include, but is not limited to, administrative-related responsibilities

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 physically 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; these will be continually gauged now and in the future because of the current pandemic
- Ability to physically meet with anyone from within and outside the organization (e.g., clients, Nevada PTAC resource partners, etc.), practice social distancing, and use personal protective equipment such as a mask; 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 also available.

Location:

Carson City, Nevada with Teleworking/Hybrid Working Options Available

Travel Requirements:

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

To Apply

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

Michelle Sibley, Director of Human Resources, Diversity and Inclusion
Nevada Governor's Office of Economic Development
808 W. Nye Lane
Carson City, NV 89703
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.