

**Title: Procurement Specialist, Procurement Technical Assistance Center (PTAC) South Central Region**

Reports to: PTAC State Director

**SUMMARY:** The mission of the Indiana Procurement Technical Assistance Center (PTAC) program is to assist Indiana small businesses in obtaining and performing under local, state and federal government contracts, thereby creating a positive and measurable impact on Indiana's economy. The PTAC Procurement Specialist's role in accomplishing this mission is to be a consultant to small business clients to help them navigate the government contract procurement process.

Examples of Essential Functions:

- Provide one-on-one counseling to guide business owners through the process of completing required government forms for procurement opportunities, including certification and bidding in federal, state and local government and major prime contractor markets
- Assist small businesses to determine their market niche in procurement opportunities with government entities and corporations
- Provide leads to clients on business opportunities
- Review bid opportunities including the use of SoftShare's BidMatching service
- Notify clients of bid opportunities, distribute to PTAC clients
- Schedule and deliver training workshops
- Counsel business owners on managerial and technical aspects of expanding small businesses into the government sector
- Facilitate and make referrals between entrepreneurs and professional service providers, referring clients, as appropriate to multiple partners
- Consult with government agencies and large corporations regarding procurement assistance programs for small business owners
- Effectively manage administrative assistant tasks
- Hold routine monthly office hours in various locations throughout the region as well as client on site visits.
- Travel routinely throughout the geographic area served
- Attend various outreach and networking events throughout the region.
- Performs other related duties as assigned

**Qualifications:**

**Education:**

Bachelor's degree from an accredited college or university with major coursework in business, accounting, sales and marketing or a related field or equivalent procurement or business experience

**Experience:**

- 3 years of experience with progressively responsible positions in business and/or industry management
- Experience in the following computer systems: Excel, Word, PowerPoint,
- Maintain working knowledge of federal, state, and local contracting laws, regulations, certifications and rules

- Knowledge of the Federal Acquisition Regulations (FAR); various FAR Supplements; government contracting principles, tools, concepts, and contract types; GSA acquisitions tools, schedules, purchasing programs, etc.; System for Award Management (SAM) registration, and small business certifications
- Managing long term client engagements and projects
- Experience in both private and public sector
- Public speaking and/or teaching experience
- Strong communication skills

**Preferred Experience & Qualifications:**

- Defense Acquisition Workforce Improvement Act Certifications (Level 1, 2, or 3) and/or equivalent contracting certifications
- Previous Federal or State Acquisition/Procurement Experience
- Direct experience providing information, advice counsel and training to business is preferred
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**Skills:**

- Identify Client's Needs - ask questions to determine specific needs of the customer
- Analysis and Judgment - ability to analyze documents and situations and make reasonable judgments about next steps
- Client Education - help client understand processes and procedures that will enable them to meet their goals
- Persuasive Presentations -make compelling presentations. This includes both content and delivery
- Networking - ability to build relationships with a variety of people
- Team Orientation - ability to work in and support group activity