

The Minnesota Procurement Technical Assistance Center (PTAC) seeks an experienced professional to assist businesses in initiating or expanding local, State and Federal government sales; assessing current market position and capabilities of companies; developing and recommending a marketing or business strategy to increase government sales; and providing technical assistance and solutions to government contracting issues. PTAC Procurement Specialist supports Central Minnesota and will be located at Camp Ripley in Little Falls.

Responsibilities include:

- Assist and guide small businesses through individualized counseling and ongoing communication about opportunities and procurement strategy.
- Research and keep up to date on relevant contracting opportunities, process or regulatory changes, procurement systems, and multiple award schedules as required.
- Conduct research and help clients develop marketing plans and sales plans and proposals.
- Conduct critical analysis of individual businesses and provide strategies and resources to business owners or key staff.
- Review solicitations, client proposals, and subcontracting opportunities to assist in the preparation of responsive and responsible offers to the government.
- Keep detailed and accurate electronic records of program activities in support of individual and program goals.
- Lead classes and workshops on specific topics related to government procurement.
- Actively coordinate and participate in outreach events.
- Develop and maintain relationships with federal, state and local government agencies and prime contractors.
- Market and expand PTAC program offerings.
- Work to achieve PTAC program goals and objectives so that program's products and services meet MN businesses' needs.

Qualifications:

Minimum:

- A Bachelor's degree and one year of professional experience in the field(s) of legal, business, diversity or government contract work

OR

- Three years of professional experience in the field(s) of legal, business, diversity or government contract work

In addition, successful candidates must demonstrate:

- Working knowledge of government procurement registrations, programs, regulations, processes, administration, and marketing
- Strong communication (oral, written and editing) skills and the ability to conduct professional presentations in front of large and diverse audiences
- Ability to conduct independent research of government marketplace and online government systems (i.e., registrations, etc.)
- Demonstrated proficiency in analyzing and interpreting data and contract language
- Proficiency in the use of software applications including Microsoft Word, Excel, PowerPoint and Outlook
- Familiarity with Customer Relationship Management software
- Good judgment in safeguarding confidential or sensitive information and adhering to high standards of confidentiality and honesty
- Ability to work independently
- Good problem-solving skills
- Ability to regularly travel throughout the State of Minnesota for required meetings and client interaction and occasionally travel out-of-state

Preferred:

- Corporate or small business experience
- Ability to obtain such certifications as Certified Procurement Professional (CPP) through the Association of Procurement Technical Assistance Centers (APTAC), CVE Certified Veteran Counselor, Project Management Professional certification, and/or Certified Federal Contracts Manager
- Experience with NeoSerra or similar Customer Relationship Management (CRM) tool, System for Award Management (SAM), SWIFT, etc.
- Knowledge of various local, State and Federal small business certification programs
- Knowledge of small business operations, especially in the area of business structure and market analysis
- Experience working with people from varied cultural backgrounds and for whom English may be a second language
- Experience building networks within state and local governments
- Demonstrated ability to work well within a team environment and exercise a collaborative approach to work

Additional Requirements: It is the policy of Department of Administration that all candidates submit a background investigation prior to employment. The background check may consist of the following components:

- SEMA4 Records Check
- Criminal History Check
- Employment Reference Check
- Education/License Verification

How to Apply:

Current SPA Intermediate employees in the Minnesota Department of Administration interested in bidding on this position should email their interest to nella.austin@state.mn.us.

INTEREST BIDS MUST BE RECEIVED BY 4:30 P.M., MONDAY, January 06, 2020.

All other interested employees should apply on the State Careers' web site at <http://www.mn.gov/careers>. Job Posting #37653. Application deadline: 1/06/2020.

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Administration is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The Department of Administration recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.