

## **Job Title: Procurement Counselor - California Capital PTAC**

Job Location: Sacramento, CA

Position Type: Full Time 40 - hr/wk

Compensation: DOE

The California Capital Procurement Technical Assistance Center (PTAC) seeks an experienced professional with knowledge of government contracts for the position of Procurement Counselor.

Responsibilities include training and one-on-one counseling with small business clients on becoming qualified bidders and successful contractors to federal, state, and local government agencies. This position requires research skills and knowledge of how to build professional relationships with government agencies and prime contractors. A working knowledge of best business practices specifically for performing on government contracts is desired, as well as strong customer relations and counseling skills.

### **Responsibilities:**

- Provide assistance and guidance to small businesses through individualized counseling and ongoing communication about opportunities and procurement strategy.
- Conduct critical analysis of individual businesses and provide strategies and resources to business owners or key staff.
- Provide guidance to clients on federal, state, and local contract registration systems and certifications.
- Provide guidance to clients on entering into teaming arrangements with prime contractors, subcontractors, suppliers, and other small businesses.
- Review solicitations, and client proposals to assist in the preparation of responsive and responsible offers to the government.
- Research and keep up to date on relevant contracting opportunities, process or regulatory changes, procurement systems, and multiple award schedules as required.
- Keep detailed and accurate records of counseling activities and client progress.
- Conduct professional activities in accordance with the highest standards of ethics and integrity and avoid any real or perceived conflicts of interest.
- Develop and deliver workshops on specific topics of interest in government procurement.

### **Knowledge, Skills and Abilities:**

- Plan, organize, prioritize and perform multiple tasks to perform job functions in an efficient manner
- Compose written materials of moderate to complex difficulty on procurement related issues
- Maintain knowledge and awareness of procurement practices and standards of various government procurement offices throughout the region and state
- Maintain knowledge and awareness of key players in various government procurement offices throughout the region and state

- Establish and maintain effective working relationships with those contacted in the course of assignment
- Collaborate with other business counselors and key staff to address client needs and provide effective service.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty
- Perform detailed contractual and financial analysis with a high degree of accuracy
- Demonstrate good customer relations skills including patience, politeness and persistence.
- Work independently with minimal supervision.

#### **Minimum Qualifications and Requirements:**

- BA/BS in Business Administration, Contract Management, a related discipline, or equivalent experience is preferred
- Knowledge of government procurement principles and processes
- Proficiency in the use of software applications including Microsoft Word, Excel, Powerpoint and Outlook. Familiarity with Customer Relationship Management software a plus.
- Ability to conduct online research, manage a database, and learn new software applications.
- Read, comprehend and interpret written materials of moderate to complex difficulty
- Must be willing to travel for events or to client locations as needed
- Must be proficient and comfortable speaking to large and small groups of people
- Must be willing to reach out to PTAC sponsors, partners and civic groups to build awareness and support of PTAC Mission

To be considered for the position, applicants must provide a cover letter, resume and two professional related references with an annotation as to the applicant's relationship with each reference. It is preferred that qualified applicants hold a bachelor's degree from an accredited four-year college or university, preferably in a related field; four years of work-related experience, skill, or knowledge, such as contracting and government procurement experience; must be a U.S. citizen or Permanent Resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnic, culture, gender age, sexual orientation and physical abilities. Recent college grads are also welcome to apply.*

#### **Application Deadline:**

Applications will be accepted until position is filled.

**To Apply, please submit the requested documents to [mschremmer@cacapital.org](mailto:mschremmer@cacapital.org). Please include "PTAC Counselor Position" in the email subject line.**