

## Washington PTAC seeks full time counselor, Lacey WA

Washington Procurement Technical Assistance Center (PTAC)  
Thurston Economic Development Council, Lacey, WA  
PTAC Counselor Position Description

**Open Date:** November 21, 2016

**Resume/Cover Letter Due:** Open until filled. Candidates are encouraged to apply immediately. We expect to fill position by January 1, 2016

**Position Title:** Procurement Technical Assistance Center Counselor - Full Time

**Position Purpose:** Washington State is home to military installations and countless other government agencies including Joint Base Lewis McChord, Naval Base Kitsap, Fairchild Air Force Base, US National Park Service, the Veterans Administration, the General Service Administration, and state and local government to name a few. These agencies purchase a wide array of products and services each day, representing a significant opportunity for small businesses in our region. Navigating government contracting regulations and procedures can be a daunting task. The Procurement Technical Assistance Center Counselor helps businesses understand how to find, bid, win, and perform on government contracts so that they can diversify their customer base and create jobs. Last year, businesses that worked with PTAC won \$592 million in government contracts!

While experience in the government contracting marketplace is preferred, we welcome candidates who lack government contracting experience but possess a strong interest and aptitude for learning government contracting regulations and procedures and then teaching them to businesses. The learning curve is steep, but training opportunities and other resources and peer support are available. We've found that some of our best counselors are those who've had to learn the information on-the-job.

**About the Organization:** The Thurston Economic Development Council (EDC) is a private non-profit organization, governed by a 24 member Board of Directors. As the lead economic development organization in Thurston County our mission is to create a vital and sustainable economy throughout the county and region that supports the livelihood and values of our residents. We do this by:

- Connecting local businesses with experts and resources that help them remain competitive,
- Creating and delivering strategic messages that attract new investment to our community
- Working with our community partners to enhance our collective prosperity

One of the programs the Thurston EDC leverages to meet its mission is the Washington Procurement Technical Assistance Center (PTAC). PTAC is a nationwide program funded in part by the Department of Defense and administered through the Defense Logistics Agency. The Washington PTAC is one of 90+ centers around the country that seeks to increase the number of businesses that are successful in the government marketplace. To learn more: [www.thurstonedc.com](http://www.thurstonedc.com), [www.washingtonptac.org](http://www.washingtonptac.org) and [www.aptac-us.org](http://www.aptac-us.org).

The mission of PTAC is to provide Procurement Technical Assistance to businesses in Washington State. The Thurston EDC views this work as a business retention and expansion tool that fits well with the mission of the EDC to create a vital and sustainable economy throughout the county and region that

supports the livelihood and values of our residents. This position will primarily be responsible for serving businesses in Thurston, Lewis, Grays Harbor, parts of Mason, and Pacific counties.

**Position Responsibilities:**

- Provide 500-700 hours of procurement technical assistance to businesses each program year (including preparation time). Keep counseling reporting database up to date at least weekly.
- Conduct outreach to businesses throughout Washington State about government contracting opportunities with federal, state and local governments as well as prime contractors. Outreach to small, women owned, minority owned, and veteran owned businesses is a critical part of our work plan.
- Guide businesses through the process of finding, bidding, and performing on government contracts and sub-contracts.
- Guide businesses through the process of assessing their capacity/suitability for government contracting.
- Assess firms' training and technical assistance needs and develop a service plan outlining recommendations for how that client can most efficiently meet their strategic objectives for succeeding in the government marketplace.
- Assist businesses with government registrations (i.e. [www.sam.gov](http://www.sam.gov)) and certifications (DBE, SBA's Hubzone, 8a, etc) related to selling to the government, finding opportunities, marketing to government buyers, bidding, getting paid, proposal development, interpretation of regulations, and more. Assistance is provided primarily through workshops and one-on-one counseling with the businesses by phone, in person or by email.
- Coordinate workshops and events that increase knowledge of government contracting.
- Attend outreach events to grow awareness of PTAC services.
- Enroll businesses in the PTAC's electronic bid-match service.
- Review and disseminate bid opportunities and subcontracting opportunities to clients.
- Develop and maintain relationships with federal, state and local government agencies and prime contractors.
- Develop and maintain relationships with other business resource providers throughout the region.
- Collaborate with other PTAC counselors throughout the state and region to share best practices.
- Complete training courses that are relevant to the needs of clients and attend Association of PTAC training events as budget allows.
- Support other main center staff in the successful execution of major events related to government contracting.
- Other duties as assigned.

**Required Skills and Experience:**

- Knowledge of or ability to quickly learn business and government contracting principles
- Strong computer skills to research the government marketplace and navigate registrations and online government systems. Proficiency with Microsoft Office products and ability to learn PTAC's client management system.
- Ability to manage multiple tasks and projects

- Ability to listen critically to identify needs and solve problems
- Strong, professional written communication skills
- Strong verbal communication skills, including public speaking in front of large and diverse audiences
- Ability to take complicated material and create concise curriculum for diverse adult learners
- Resourcefulness - you will frequently have to research answers to clients' questions with little direction
- Work well within a team environment and collaborative approach to work

**Preferred Experience:**

- Experience providing assistance to small businesses
- Experience working within a business that sells to the government
- Experience as a contracting officer for a federal government agency

**Working Conditions:** Professional office environment. Daily use of computer required. Some travel by automobile is required throughout service area and if the budget allows, there are two training events held out of state by the Association of PTACs. PTAC has a strong team approach to delivering products and services to the community and businesses. The successful candidate should seek to foster this type of collaborative working environment.

The Thurston EDC is an equal opportunity employer and does not discriminate against an employee or client on the grounds of race, creed, color, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any disability.

**Salary Scale:** The position is a full-time, salaried position based on a standard 40-hour workweek. The salary range is \$45,000-\$55,000 annually, DOE. The position is subject to annual leave and sick benefits as well as all other employee policies and benefits contained in the EDC Personnel Policy Manual.

**To Apply:** Email the following to Tiffany Scroggs at [programmanager@washingtonptac.org](mailto:programmanager@washingtonptac.org). Please include "PTAC Position" in the subject line of the email.

- 1. Two-page cover letter that includes a description of your:**
  - a. Experience with government contracting and thoughts on how you would address any perceived knowledge gaps
  - b. Experience providing assistance to small businesses and thoughts on how you would address any perceived skill gaps
- 2. Resume with detailed work history**

Round two of the selection process may include a demonstration of your ability to research and present government contracting information.

Questions from interested candidates are welcomed. Contact Tiffany Scroggs at 360-464-6041 or email at the address above.