

## **Monroe County Finger Lakes Procurement Technical Assistance Center**

The Procurement Technical Assistance Center (PTAC) serves as a free resource for businesses pursuing and performing under government contracts, including contracts with the Department of Defense, other federal agencies, state and local governments and with government prime contractors. Services include workshop/webinar training, market research, bid matching and one-on-one counseling. The MCFL PTAC service area includes the following counties: Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates. [www.monroecountyfingerlakesptac.org](http://www.monroecountyfingerlakesptac.org)

### **PTAC Procurement Counselor**

- Full-time Position
- Reports to PTAC Program Director

### **LOCATION OF POSITION**

Rochester, NY

- No relocation assistance will be provided.

### **MAJOR RESPONSIBILITIES**

- Conduct training and counseling with business clients in government procurement per federal, state, local and military requirements; including registrations and certifications.
- Assists with marketing strategies to comply with PTAC goals.
- Maintain positive and productive relationships with the public, organizations, industry and government officials, promoting PTAC as a resource for qualified contractors/subcontractors.
- Prepare and submit reports on training/counseling activities.
- Assist clients in researching potential contracting opportunities.
- Participate in an ongoing training and professional development program to expand knowledge of current government acquisition rules, regulations and best practices.
- Perform other related duties as assigned.

### **QUALIFICATIONS**

- Ability to conduct market research of past government awards to target agencies and RFPs.
- Ability to develop a basic marketing strategy specific to individual PTAC clients.
- Ability to build relationships with government agency representatives to assist companies in obtaining certifications.
- Ability to manage multiple responsibilities and meet goals within budget and time constraints.
- Strong public speaking skills.
- Proficiency in computer, internet and business software applications.

## **EXPERIENCE**

- Government procurement related experience, either with a commercial industry or with a government agency.
- Marketing and business development background.

## **EDUCATION**

- Minimum: Bachelor's Degree in relevant field of study or equivalent experience.

## **PHYSICAL REQUIREMENTS**

- Must be willing to travel regionally and nationally to meet PTAC mission requirements.
- Must possess valid driver's license.

## **SALARY/BENEFITS**

- Competitive

## **APPLICATION DEADLINE**

- June 1 or until filled.

## **START DATE**

- September 1, 2015
- You may be called in for advance training.

## **QUESTIONS & APPLICATION PROCESS**

Qualified candidates for this position are invited to submit a cover letter, personal resume, and three professional references to [avulaj@monroecounty.gov](mailto:avulaj@monroecounty.gov). Questions concerning this job announcement can be addressed to 585-753-2017.