

# Monterey Bay PTAC

## Job Posting - Full Time Program Management Position (Open until filled)

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### Program Manager, Monterey Bay Procurement Technical Assistance Center (PTAC)

The Monterey Bay PTAC seeks an experienced government contracting professional to assume the role of Program Manager to provide administrative and procurement technical assistance to businesses in Central and Northern California that want to market and sell their products and/or services to Federal, State and Local Government Agencies. This position reports directly to the President & CEO of the Monterey County Business Council (MCBC). The primary job duties and responsibilities include:

- Oversees all outreach, marketing, management, and counseling associated with the operation of the PTAC, to include supervision and training of the administrative and professional staff, development of procurement training courses, workshops and presentations, and attainment of internally and externally assigned cost, schedule and performance goals.
- Develops, monitors and maintains a marketing/outreach program to attain specific economic development and client-based goals and actively recruits new clients within the PTAC's assigned service area.
- Prepares and submits annual Grant Option and Budget Proposals and all government administrative reports to the Grant Officer(s); establishes and monitors specific performance metrics to evaluate the efficiency and effectiveness of the PTAC Program.
- Establishes and maintains effective working relationships with legislative and congressional delegations, community and business leaders, and other small business support organizations to garner support for sustaining and expanding initiatives linked to the PTAC mission. Conducts formal presentations for external constituents and decision makers involved in economic development.

### Minimum & Preferred Qualifications

- Bachelor's Degree in business or related fields. MBA or MS in Government Contracting preferred.
- Professional Certification: Must obtain NCMA CFCM Certification within 2 years of employment. APTAC CPP or DAWIA/Federal Level III Contracting Certification preferred.
- Minimum of 3 years of progressive responsibility in government contracting/procurement.
- Knowledge of government regulations (FAR, DFARS, Etc.), small business programs and procurement processes.
- Demonstrated critical thinking, independent research, analysis, communication and presentation skills and ability to manage multiple projects/tasks in a dynamic, fast paced work environment.
- Proficiency in computer, internet and business software applications, including MS Office.
- Must be willing to travel regionally and nationally to meet PTAC mission requirements.

### Application Process

Qualified professionals are invited to submit a cover letter, personal resume, and three references or letters of reference in confidence via email to Kimbley Craig at [ceo@mcbc.biz](mailto:ceo@mcbc.biz). Please indicate "PTAC Program Manager" in the subject line.

The Monterey Bay PTAC and this position are funded in part through a cooperative agreement from the Department of Defense (DoD) through a program that is administered by the Defense Logistics Agency (DLA). Funding is also provided by the Monterey County Business Council, the County of Monterey, the City of Salinas, and in-kind support. The Monterey County Business Council is an Equal Employment Opportunity Employer.