

Career Opportunity - Norcal Procurement Technical Assistance Center (PTAC)

Title: Program Manager

Location: Humboldt State University, Arcata, CA

Application Deadline: June 1, 2015 or Until Filled

The Norcal PTAC seeks an experienced business development professional with knowledge of government contract performance for the position of Program Manager. Responsibilities will include assisting businesses with government contracting, supervising PTAC advisors and administrative staff, preparing the funding proposal and budget for submission and to the granting agency and managing the program to achieve required goals.

Primary Duties and Responsibilities:

- Directs all outreach, marketing, management, and counseling associated with the operation of the PTAC, to include supervision and training of the administrative and professional staff, and development of procurement training workshops and events.
- Develops, monitors and maintains a marketing/outreach program efforts to meet specific economic development metrics and actively recruits new clients within the PTAC's assigned service area.
- Prepares and submits annual grant option and budget proposals and prepares all government administrative reports; establishes and monitors specific performance metrics to evaluate the efficiency and effectiveness of the PTAC Program.
- Establishes and maintains effective working relationships with community and business leaders and other small business support organizations to garner support for sustaining and expanding initiatives linked to the PTAC mission.

Qualifications:

- Bachelor's Degree in business or related fields. MBA or similar preferred.
- 3 years of management/supervisory experience in a government contracting/procurement related position.
- Knowledge of government regulations, 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.
- Proficiency in computer, internet and business software applications.
- Must be willing to travel regionally and nationally to meet PTAC mission requirements.

Questions & Application Process:

Qualified candidates for this position are invited to submit a cover letter, personal resume, and three professional references to Michael.Schremmer@humboldt.edu, with a copy to Kristina.Kunkel@humboldt.edu. Questions concerning this job announcement can be addressed to 707-826-3919.