

## **RECRUITING ANNOUNCEMENT**

### **Government Contracts Advisor**

#### **Nevada Procurement Technical Assistance Center (PTAC) – Procurement Outreach Program**

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Government Contracts Advisor to educate Nevada businesses about contract opportunities with federal, state and local government entities, and their prime contractors, and to assist with program infrastructure responsibilities and tasks.

#### **Core Functions & Responsibilities:**

- Maintain working knowledge of federal, state and local contracting laws, regulations and rules
- Assist clients with appropriate registrations, certifications and marketing suggestions for government contracting
- Develop long-term relationships with federal, state and local government contracting personnel
- Identify small business contracting opportunities
- Promptly record details, with actions taken, of client meetings as well as client inquiries, comments and recommendations for improvement
- Communicate and coordinate activities with Nevada PTAC team members
- Travel to client sites and events as needed
- Plan, organize and present government procurement-related classes
- Participate in public relations and networking activities
- Help with program infrastructure (e.g., database) responsibilities and administrative tasks
- Other duties as assigned

#### **Knowledge/Skills/Abilities:**

- Knowledge of, and experience with, procurement processes and principles whether from direct government, prime contractor or subcontractor procurement experience, and/or from direct experience submitting proposals to the government, a prime contractor or a subcontractor is preferred
- Knowledge of GSA schedules, SAM registration and small business certifications is preferred
- Proficiency in the use of software applications (Microsoft Office, Excel, Power Point, Outlook and Internet)
- Must be able to communicate clearly and effectively, both orally and in writing
- Excellent organizational skills
- Attention to detail, quality work products, proactive follow-through, and ability to manage expectations
- Valid Nevada driver's license or ability to obtain one

**Education and/or Experience:**

- College degree from accredited university in Business or a related field OR equivalent combination of education, training and procurement related experience
- Minimum of 2 years' experience in a government, prime contractor or subcontractor acquisition environment and/or selling environment (e.g., reviewing solicitations, submitting proposals, etc.)

**Salary and Benefits:**

\$53,056 annually. This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

**Location:**

Las Vegas, Nevada

**Travel Requirements:**

Frequent travel within Nevada is required. Occasional out of state travel.

**To Apply:**

Please forward resume via email to Michelle Sibley at: [msibley@diversifynevada.com](mailto:msibley@diversifynevada.com), or by mail at:

Nevada Governor's Office of Economic Development  
Attn: Michelle Sibley  
808 W. Nye Lane  
Carson City, NV 89703

**Application Deadline:**

Resumes will be accepted until recruitment needs are satisfied.