

Job Title	Procurement Counselor
PVN ID	LA-1811-002810
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Procurement Technical Assistance Center
Status	Full Time
Annual Salary	\$59,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Mar 29, 2019 (Or Until Filled)

General Description

LaGuardia Community College Procurement Technical Assistance Center (PTAC) was established in 1999. Its mission is to assist businesses located in Queens to market their goods and services to the Federal, State, and local governments. PTAC strives to simplify the steps necessary to successfully sell to the government. The center offers procurement technical assistance and training workshops to meet the needs of any size business, including Minority Owned Small Business, Service Disabled Veteran Owned Small Business/Veteran Owned Small Business (SDVOSB/VOSB) and Women Owned Small Businesses throughout the Queens region.

The Procurement Counselor counsels and trains small business owners or their employees in all aspects of public contracting with federal, state, regional, and local governments. The candidate will work within a cohesive program team under the supervision of the Program Director with responsibility for mentoring and monitoring over 300 small business clients. The Counselor will be expected to meet or exceed goals set for him or her during the year related to how many businesses to meet with and for how many hours. This position may involve extensive networking with government agencies, small businesses, small business resource organizations, business incubators, professional associations, and other college programs. The Procurement Counselor will provide training and technical assistance to clients through individual counseling sessions, small group workshops, webinars, and at networking events. Some travel is required. Out-of-state travel may occur up to two times a year for a duration of 2 - 5 days.

This is a grant funded position and is contingent upon availability of funding.

Other Duties

- Maintenance of electronic client databases using proprietary software
- Perform web-based research
- Assist clients in locating bid opportunities
- Assist clients with bid and proposal preparation
- Assist clients in the interpretation of procurement regulations
- Advocate on client behalf with government agencies
- Represent program at networking and other business events
- Other duties assigned by the Director

Qualifications

- Bachelor's degree from an accredited institution of higher learning
- Four (4) years related work experience in purchasing/procurement or small business counseling and assistance
- Proficiency in using computers and Microsoft Applications
- Excellent written and oral communication skills
- Business and/or Government background preferred