

## PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC) PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work is in the Department of Economic Development, Planning, and Tourism, and involves educating and counseling businesses on how to do business with federal, state and local governments. In addition, this position will conduct outreach through public speaking, assist in the development of outreach materials and presentations, research contract opportunities, provide technical assistance and identify business needs. Duties are performed under general supervision with allowance made for the use of independent judgement and critical thinking in carrying out the details of the work. Supervision may be exercised over subordinate clerical personnel. A Procurement Technical Assistance Center (PTAC) Program Manager does related work as required.

### TYPICAL WORK ACTIVITIES:

- Provide assistance and guidance to small businesses through individualized counseling and ongoing communication about opportunities and procurement strategy;
- Actively coordinate and participate in outreach events;
- Lead classes and workshops on specific topics related to government procurement;
- Conduct critical analysis of individual businesses and provide strategies and resources to business owners or key staff;
- Provide guidance to clients on federal, state, and local contract registration systems and certifications;
- Provide guidance to clients on entering into teaming arrangements with prime contractors, subcontractors, suppliers, and other small businesses;
- Review solicitations and client proposals to assist in the preparation of responsive and responsible offers to the government;
- Research and keep up to date on relevant contracting opportunities, process or regulatory changes, procurement systems, and multiple award schedules as required;
- Keep detailed and accurate records of counseling activities and client progress in support of your goals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of procurement practices and standards of various government procurement offices throughout the region and state; good knowledge of key players in various government procurement offices throughout the region and state; working knowledge of grant administration; ability to perform detailed contractual and financial analysis with a high degree of accuracy; ability to plan, organize, prioritize and perform multiple tasks to perform job functions in an efficient manner; ability to exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Possession of a bachelor's degree and one (1) year of experience in government contracting or procurement;

OR

B) Possession of an associate degree and three (3) years of experience in government contracting or procurement;

OR

C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in government contracting or procurement.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/16/2021

Revised: 7/19/22