

Job Title: Procurement Counselor

Job Location: Jefferson County, Colorado

Position Type: Part Time/Exempt – 16 hrs/wk

The Procurement Counselor (Counselor) will deliver quality, cost effective, and expeditious counseling to Colorado PTAC clients for obtaining government contracts. This will include general counseling on business development, which involves knowledge of how to create professional relationships with government program managers and contracting officers, as well as with prime contractors. A working knowledge of best business practices specifically for performing on government contracts is required, which shall include a pragmatic knowledge of Federal Acquisition Regulation, as well as State procurement regulations. Will engage directly and work closely with community partners, including SBDCs, Chambers of Commerce, Economic Development Organizations, Incubators, and local government entities.

Responsibilities:

- The Counselor shall adhere to a code of generally accepted standards of professional conduct
- The Counselor will conduct professional activities in accordance with the highest standards of ethics and integrity and avoid any real or perceived conflicts of interest
- Counselor will gain familiarity with all levels of government procurement processes, providing clients assistance with the needed steps for success
- Counselor maintain skills in issues associated with the successful performance of government contracts and advise clients accordingly
- Counselor will lead workshops on specific topics of interest in government procurement to small and large groups, for contractor and government audiences
- Counselor shall review potential client responses to solicitations, including price comparison, conformity to Statement of Work, delivery terms, payment terms, and other terms and conditions of the procurement
- Counselor will provide guidance to the client in terms of setting up contracts or teaming arrangements for suppliers or subcontractors on a potential project
- Counselor shall maintain currency with a variety of registrations and certifications that are needed, such as the System for Award Management, small business standards, small business set-asides, etc. in order to provide timely advice to clients
- Counselor will seek out positive relationships with government entities and use those relationships to gain knowledge of the entities' process and to gain their trust in using PTAC as a procurement resource

Knowledge, Skills and Abilities:

- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty
- Plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner
- Work independently with minimal supervision

Procurement Counselor Position Description

- Review, proofread, and verify forms and financial documents for accuracy in calculation, coding, and adherence to policies and procedure.
- Identify problems, analyze alternatives, and develop viable recommendations
- Compose written materials of moderate to complex difficulty on procurement related issues
- Establish and maintain effective working relationships with those contacted in the course of assignment
- Perform detailed contractual and financial work with a high degree of accuracy
- Maintain knowledge and awareness of key players in various government procurement offices throughout the region and state
- Maintain knowledge and awareness of procurement practices and standards of various government procurement offices throughout the region and state
- Able to represent the PTAC as lead to various government procurement offices throughout the region and state, with emphasis on those in the Golden area such as NREL, WAPA, those federal offices on the Denver Federal Center and in the greater Denver Metro area, Colorado DOT and other community and government organizations as required.

Minimum Qualifications and Requirements:

- BA/BS in Business Administration, Acquisition Management, or a related discipline, or equivalent experience
- 10 years of increased responsibility in the government procurement environment
- Knowledge of government procurement principles and processes
- Ability to gain various APTAC or other Procurement Counselor certifications
- Proficiency in the use of software applications e.g. MSWord, Excel, Outlook, database management, and internet use
- Must be willing to travel to client counseling sites as needed
- Must be proficient and comfortable speaking to large and small groups of people
- Must be willing to reach out to PTAC Sponsors, Partners and Civic Groups to build awareness and support of PTAC Mission
- Read, comprehend and interpret written materials of moderate to complex difficulty
- Prefer the candidate reside in or near the Jefferson County, CO area and have familiarity with agencies in that region

