

**Washington Procurement Technical Assistance Center (PTAC)
Thurston Economic Development Council, Lacey, WA
Position Description: PTAC Counselor for City of Seattle Location**



Open Date: December 19, 2017
Resume/Cover Letter Due: Open until filled. Candidates are encouraged to apply immediately.
Position Title: Procurement Technical Assistance Center Counselor – Full Time

Position Purpose: The City of Seattle seeks to ensure that women and minority owned firms compete and are utilized equitably for City work. The primary purpose of this position is to provide government contracting assistance to firms interested in doing business with the City of Seattle with the end goal of increasing the number of small and diverse firms who compete and succeed in the government marketplace.

Navigating government contracting regulations and procedures can be a daunting task. The Procurement Technical Assistance Center Counselor helps businesses understand how to find, bid, win, and perform on government contracts so that they can diversify their customer base and create jobs. PTAC currently has 8 locations around the state and is adding a 9th location at the City of Seattle in January 2018. The successful candidate will staff this new location and be housed in the City of Seattle Purchasing and Contracting Services offices of the Finance and Administrative Services Department.

About the Thurston EDC: The Thurston Economic Development Council (EDC) is a private non-profit organization, governed by a 24 member Board of Directors. One of the programs the EDC leverages to meet its mission is the Washington Procurement Technical Assistance Center (PTAC). PTAC is a nationwide program funded in part by the Department of Defense and administered through the Defense Logistics Agency. The Washington PTAC is one of 90+ centers around the country that seeks to increase the number of businesses that are successful in the government marketplace. To learn more: www.thurstonedc.com, www.washingtonptac.org and www.aptac-us.org.

The mission of PTAC is to provide Procurement Technical Assistance to businesses in Washington State. The EDC views this work as a business retention and expansion tool that fits well with its mission.

This position will primarily be responsible for serving businesses interested in doing business with the City of Seattle and is expected to work closely with the well-established Green River College PTAC team in Auburn to achieve target goals.

About the City of Seattle: The City of Seattle is a progressive city government with a very strong commitment to race and social justice. The City has an aggressive and innovative program to support, solicit and award women and minority owned firms with meaningful contracts, whether in public works (construction), expert consultant services or other types of goods and services. The City has a centralized contracts office, although each of the approximately 50 city departments and offices also have significant authority and decision-making. The centralized office, known as City Purchasing and Contracting Services, has a lead role in purchasing policies and processes, solicits and executes many of the City contracts on behalf of all departments. This position is funded by the City of Seattle, but the successful candidate will be employed by and report to the Thurston Economic Development Council.

Primary Position Responsibilities:

- Provides supportive, responsive and expert assistance, advice and support for companies that seek to do and sustain business with the City of Seattle, particularly but not exclusively focused on

minority or women owned firms. Provide 400 hours of procurement technical assistance to businesses each program year. Keep counseling reporting database up to date at least weekly.

- Provide a dependable daily office presence at the City of Seattle Municipal Tower, to support walk-in and by-appointment visits from businesses seeking such support, advice.
- Become familiar with women and minority owned businesses in the region, as well as city staffs and solicitations, in order to help connect such firms with opportunities and provide meaningful advice and assistance.
- Coordinate no fewer than 6 trainings or other events that increase knowledge of city government contracting to those who attend.
- Conduct outreach to businesses interested in doing business with the City of Seattle including women, minority, and LGBT owned firms.

Other Required Responsibilities:

- Develop and maintain strong relationships with members of the City of Seattle Women and Minority Owned Business Advisory Committee and other valuable stakeholders including, but not limited to TABOR 100, National Association of Minority Contractors, Northwest Mountain Minority Supplier Development Council, Washington State Office of Minority Women Business Enterprise, Greater Seattle Business Association, Minority Business Development Agency, programs funded by the Small Business Association, Seattle Chamber of Commerce, Small Business Transportation Resource Center, and many others.
- Establish relationships and strong lines of communication with City staff in contracting (City Purchasing and Contracting Services) as well as other departments including, but not limited to Seattle City Light, Seattle Public Utilities, & Seattle Department of Transportation.
- Attend other outreach events to grow awareness of PTAC services and how to do business with the City of Seattle.
- Guide businesses through the process of finding, bidding, and performing on city contracts and sub-contracts.
- Guide businesses through the process of assessing their capacity/suitability for city contracting.
- Assess firms' training and technical assistance needs and develop a service plan outlining recommendations for how that client can most efficiently meet their strategic objectives for succeeding in the government marketplace.
- Assist businesses with government registrations and certifications related to selling to the city, finding opportunities, marketing to government buyers, bidding, getting paid, proposal development, interpretation of regulations, and more. Assistance is provided primarily through workshops and one-on-one counseling with the businesses by phone, in person or by email.
- Assist firms in researching the marketplace in preparation or consideration of potential bid opportunities, including how to understand what would be competitive and sustainable pricing, how to highlight particular aspects of the company to meet the needs solicited within such proposal opportunities, and similar advice.
- Provide expert review for businesses upon their request, of proposals and/or bids that are being prepared for the City of Seattle.
- Enroll businesses in the PTAC's electronic bid-match service.
- Review and disseminate bid opportunities and subcontracting opportunities to clients.

- Collaborate with other PTAC counselors throughout the state and region to share best practices.
- Complete training courses that are relevant to the needs of clients
- Maintain good/excellent rating on quarterly satisfaction surveys.
- Other duties as assigned.

Required Skills and Experience:

- Knowledge of business and government contracting principles.
- Ability to counsel small businesses on how to succeed in the government marketplace.
- Experience working in diverse communities.
- Ability to work well with a variety of stakeholders to achieve your mission, including government, non-profits, social advocates, small businesses, large prime contractors and others.
- Strong computer skills to research the government marketplace and navigate registrations and online government systems. Proficiency with Microsoft Office products and ability to learn PTAC's client management system.
- Ability to manage multiple tasks and projects.
- Ability to listen critically to diverse clientele to identify needs and solve problems.
- Strong, professional written communication skills.
- Strong verbal communication skills, including public speaking in front of large and diverse audiences.
- Ability to take complicated material and create concise curriculum for diverse adult learners.
- Resourcefulness – you will frequently have to research answers to clients' questions with little direction.
- Work well within a team environment and collaborative approach to work.

Preferred Experience:

- Experience providing assistance to small businesses particularly minority and women-owned firms (WMBE)
- Experience working within a business that sells to the government or as a contracting officer for a state/local government agency.
- Experience as a small or WMBE business program manager within a government agency or prime contractor.

Working Conditions: Professional office environment with established office hours. Daily use of computer required. Some local travel is required. Additional travel to training in-state or out-of-state that may be appropriate. Some evening or weekend meetings or events. PTAC has a strong team approach to delivering products and services to the community and businesses. The successful candidate will seek to foster this type of collaborative working environment.

The EDC is an equal opportunity employer and does not discriminate against an employee or client on the grounds of race, creed, color, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any disability.

Salary Scale: The position is a full-time, salaried position based on a standard 40-hour workweek. The salary range is \$60,000-\$70,000 annually, DOE. Benefits include medical & dental insurance, annual and sick leave, and retirement.

To Apply: Email the following to Tiffany Scroggs at programmanager@washingtonptac.org. Please include “PTAC Position - Seattle” in the subject line of the email.

1. **One to two page cover letter that MUST include a description of your:**
 - a. Experience providing assistance to small businesses and thoughts on how you would address any of your perceived gaps in knowledge or skill AND
 - b. Experience providing outreach, training, and assistance to businesses owned by minorities, women, LGBT, and veterans.
2. **Resume with detailed work history**

Failure to provide both the cover letter and resume as described above could result in your application being discarded without consideration. The first round of the selection process will include an interview with a panel of PTAC personnel and other stakeholders. You may be asked to provide a demonstration of your ability to research and present government contracting information.

Questions from interested candidates are welcomed. Contact Tiffany Scroggs at 360-464-6041 or email at the address above.