Economic Alliance Snohomish County (EASC)

JOB DESCRIPTION

**JOB TITLE: PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC) COUNSELOR**

**EXEMPT:** Yes/Administrative **SALARY:** $65,000-75,000 DOE  
 plus benefits

**PREPARED BY:** Garry Clark **DATE:** 5-9-2022

**APPROVED BY:** Garry Clark **DATE:** 5-9-2022

**REPORTS TO:** President & CEO

**SUPERVISES:** N/A

**JOB SUMMARY:**

Responsible for providing technical assistance on government contracting to businesses located primarily in Snohomish County through events, workshops and one-on-one counseling. Businesses in Skagit, Island, Whatcom and San Juan counties are also served through this office.

**ABOUT THE ORGANIZATION:**

EASC is committed to an economic model which promotes a vibrant, regional economy enhanced and supported by an educated and skilled workforce; effective and efficient multimodal transportation and utilities infrastructure, and a competitive business environment supporting key regional industries, innovation start-ups and entrepreneurs.

Individually, these three initiatives create and support short-term jobs. However, when integrated they function as an economic ecosystem spurring innovation, sustaining vibrant communities and supporting businesses of all shapes and sizes which create jobs for the 21st century economy.

**WORKFORCE + INFRASTRUCTURE + BUSINESS ENVIRONMENT = JOBS**

One of the programs the EASC 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.economicalliancesc.org](http://www.economicalliancesc.org), [www.washingtonptac.org](http://www.washingtonptac.org), [www.aptac-us.org](http://www.aptac-us.org).

The mission of PTAC is to provide Procurement Technical Assistance to businesses in Washington State. EASC views this work as a business retention and expansion tool which fits well with the mission of EASC to create a vital and sustainable economy throughout the county and region which supports the livelihood and values of our residents.

**POSITION PURPOSE:**

Washington State is home to military installations and countless other government agencies including Naval Station Everett, Joint Base Lewis McChord, Naval Base Kitsap, Fairchild Air Force Base, US National Park Service, the Veterans Administration, the General Service Administration, and state and local government to name a few. These agencies purchase a wide array of products and services each day, representing a significant opportunity for small businesses in our region. Navigating government contracting regulations and procedures can be a daunting task. The PTAC 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. Last year, businesses working with PTAC won $300 million in government contracts!

While experience in the government contracting marketplace is preferred, we welcome candidates who lack government contracting experience but possess a strong interest and aptitude for learning government contracting regulations and procedures and then teaching them to businesses. The learning curve is steep, but training opportunities and other resources and peer support are available. We’ve found some of our best counselors are those who’ve had to learn the information on-the-job!

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to operate in a performance based culture focused on metric driven outcomes. In addition, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties include the following items:

* Guide businesses through the process of finding, bidding, and performing on government contracts and sub-contracts
* Guide businesses through the process of assessing their capacity/suitability for government contracting
* Conduct outreach to businesses throughout Washington State about government contracting opportunities with federal, state and local governments as well as prime contractors. Outreach to small, women owned, minority owned, and veteran owned businesses is a critical part of our work plan.
* Assess firms’ training and technical assistance needs and develop a service plan outlining recommendations for how the client can most efficiently meet their strategic objectives for succeeding in the government marketplace
* Assist businesses with government registrations (i.e., www.sam.gov) and certifications (i.e., SBA’s HUBZone, 8a,) related to selling to the government, 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
* Coordinate workshops and events to increase knowledge of government contracting processes and opportunities
* Attend outreach events to ensure awareness of PTAC services
* Enroll businesses in the PTAC’s electronic bid-match service
* Review and disseminate bid and subcontracting opportunities to clients
* Develop and maintain relationships with federal, state and local government agencies and prime contractors
* Develop and maintain relationships with other business resource providers throughout the region.
* Meet or exceed program goals for number of counseling hours, events and number of clients
* Keep counseling reporting database up to date at least weekly.
* Collaborate with other PTAC counselors throughout the state and region to share best practices
* Complete training courses relevant to the needs of clients and attend Association of PTAC training events as budget allows
* This position works 75% in-office, 25% out of office.

**OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned.

**REQUIRED SKILLS AND KNOWLEDGE:**

* Knowledge of/ability to learn business and government contracting principles
* Strong computer skills to research government marketplace and navigate registrations and online government systems
* Ability to manage multiple tasks and projects
* Ability to listen critically 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 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
* Proficiency with Microsoft Word, Outlook, and Excel
* Valid Washington State Driver’s License and a reliable vehicle for travel throughout the greater Puget Sound and NW Washington area.

**PREFERRED EDUCATION AND/OR EXPERIENCE:**

* Bachelor's Degree desired and/or three years experience in economic development or business operations, public relations or marketing preferred.
* Experience working within a business that sells to the government
* Experience as a contracting officer for a federal government agency

**SUPERVISORY RESPONSIBILITY:**

None

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Normal business office conditions generally prevail. The noise level is usually low to moderate. Employee may be working in a cubicle, enclosed office, or open area. Floor may be carpeted or bare. Daily use of computer required.

Some travel by automobile is required throughout service area and there are two training events held out of state by the Association of PTACs. PTAC has a strong team approach to delivering products and services to the community and businesses. The successful candidate should be comfortable with this type of collaborative working environment.

While performing the duties of this job, the employee will be required to sit; use their hands and arms; and talk or hear; and focus on objects close up. The employee will also be required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee may be required to lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**EMPLOYER'S RIGHTS:**

This job description is not a contract for employment and either party may terminate employment at any time. The job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and all qualifications required of employees assigned to this job. Economic Alliance Snohomish County reserves the right to revise the job description at any time.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY:**

It is the policy of Economic Alliance Snohomish County to provide for and promote equal employment opportunity in employment compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, Vietnam Era Veteran status, genetic predisposition, or carrier status.

**E-mail cover letter and resume by May 23, 2022 5pm to:** [HR@economicalliancesc.org](mailto:HR@economicalliancesc.org)

Please include “PTAC Position” in the subject line of the email.

Cover letters should include a brief description of:

a. Experience with government contracting or thoughts on how you would address knowledge gaps

b. Experience providing assistance to small businesses or thoughts on how you would address knowledge gaps

Questions are welcomed. Contact HR at the address above.