

**Position:** Procurement Specialist, Arizona Procurement Technical Assistance Center

**Location:** Satellite office in Yuma, AZ

**Position Start Date:** Immediate

**Position End Date:** 08/31/2013

**Hourly Wage:** \$25-\$40, no benefits (May be required to work evenings and weekends.)

**Hours:** 20 hours a week

**Job Summary:**

Provides one-on-one confidential counseling, technical procurement assistance and technical procurement training to Arizona Procurement Technical Assistance Center (PTAC) clients and the business community.

**Job Duties:**

Provide and evaluate individualized, confidential counseling, technical assistance and technical training to clients and the business community related to new contract start-ups, contract bidding, contract planning and scheduling negotiation requirements, mistake in bid rules, bid protest rules, allowable costs, constructing bonding, contract financing, material submittals, referrals and post award assistance.

Develop and manage a client caseload to include maintenance of computerized client information, client file documentation, preparation of various program reports regarding client counseling, client counseling and training, outreach activities, and special/unique projects.

Plan, coordinate and conduct technical and non-technical training seminars and workshops; participate with business economic development alliance and advocacy groups in the presentation of trade data, conferences, award events, business training activities, various outreach initiatives, and special projects.

Assist in the gathering of data and statistics to prepare program reports for externally funded programs, internal reports and plans, new grant proposals, existing grant proposal extensions and economic impact reports.

Research and disseminate to clients and the business community constantly changing and evolving federal, state and local government procurement/purchasing initiatives, programs, policies, rules, regulations and laws.

Maintain working relationships and partnerships with economic development entities, government agencies, financial entities, chambers of commerce and various business alliances and advocacy groups in order to develop and promote economic development, including business expansion and growth.

Assist in the development and maintenance of the Arizona PTAC's library and technical resources by researching and recommending technical print references, technical computer/electronic references and software, and business magazines and publications.

Assist in the creation and/or revision of internal program forms and documents for various reporting requirements and statistical data collection purposes; assist clients and the business community in the

preparation of business correspondence, cost and price proposals, contracts performance schedules, negotiation documents and other technical contractual documents.

**Qualifications:**

Bachelor's degree in business or related field or any equivalent combination of education, training, and procurement related experience.

Minimum three years of government procurement or related experience.

Minimum three years of small business ownership, management, or technical assistance experience.

Experience with government certifications, registrations, Federal Acquisition Regulations (FAR) and other government regulations

Proficiency in the use of Microsoft Office Suite, particularly Word, Excel and Access

**Special Working Conditions:**

Extensive travel by automobile in service area is required. Additional travel to state and national programs and conferences may be required.

**Submission Requirements:**

Interested parties should send a cover letter, resume, and references to [daniel.ayala@domail.maricopa.edu](mailto:daniel.ayala@domail.maricopa.edu)

**Deadline:**

Positions Open until filled.

**Arizona Procurement Technical Assistance Center**

Glendale Community Colleges

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