

Position information:
PTAC Sub Center Manager – Bozeman, MT

The Montana Procurement Technical Assistance Program is looking for a qualified individual to administer and manage its hosted PTAC Sub Center in Bozeman, MT.

This person will be responsible for management of the PTAC program and assisting local and regional businesses with marketing their products/services to federal, state and local governments. This position reports directly to the lead PTAC Center on PTAC activities but is employed by the host organization. The position requires a highly motivated individual with strong oral and written communication skills. Candidate must have past experience in program management, proposal writing, bidding and budgets. Travel is required.

Responsibilities include day-to-day operation of the Procurement Technical Assistance Sub Center located in Bozeman, MT. Examples of duties are; assisting clients with locating and understanding federal, local and state contracting opportunities, preparing proposals and bids, meeting contracting obligations and developing management and financial systems required for government contracting.

Applicant must have knowledge of Federal Procurement policies and processes, a solid business background; preferably with small businesses, good communication skills, a College degree in business-related field or 3 years procurement experience in either government or manufacturing environment. Strong organizational skills required. Must be capable of conducting research on the internet, coordinating and presenting training, and communicating with public in a professional manner.

ESSENTIAL JOB FUNCTIONS

- Have the skills and knowledge to provide technical assistance to Montana businesses in meeting the requirements of contracting with federal, state and local government agencies.
- Facilitate the training programs for the Bozeman PTAC clients, and others who may want to contract with the government.
- Ability to implement the policies and goals of the MTPTAC program and develop new methods and procedures for implementation of program goals.
- Position acts as the liaison with various agencies and organizations including local, State and Federal agencies, community agencies and other concerned parties, both public and private.
- Manage the Bozeman Sub Center “Procurement Technical Assistance Center” (PTAC) program including documenting and reporting to the Statewide Program Manager.
- Prepares Sub Center Application to the MTPTAC Program Manager, develops budget, maintains fiscal control, and directs an accounting system for reporting and audit purposes.

- Develops statistical and accounting procedures, and insures that adequate reporting systems are in place.

DESIRABLE QUALIFICATIONS

- Bachelor's degree in related field
- Knowledge and experience with government procurement and contracting programs and trends (e.g. Federal State and local government and small business programs.
- Knowledge and experience with Federal, State and local standards and policies related to contracting and procurement.
- Experience conducting field workshops and training sessions and services within the region.

BENEFITS

- Paid sick leave
- Paid vacations days
- Health plan
- Paid holidays
- Retirement plan

SALARY

\$3300 - \$4000 MONTHLY (based on qualifications and experience)

Applicants for this position are required to submit a brief narrative of their experience relative to the essential job functions and desirable qualifications to:

**Big Sky EDA, MTPTAC
222 N 32 St, Suite 200
Billings, MT 59101**

No phone calls accepted