

RECRUITING ANNOUNCEMENT

Government Contracts Advisor and Emerging Small Business Program Coordinator

Nevada APEX Accelerator

Location: Las Vegas, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Government Contracts Advisor to educate Nevada businesses about lucrative contract opportunities with federal, state and local government entities, and their prime contractors. The customer service-oriented team member shall help businesses, especially small businesses, looking to compete on public sector procurement opportunities and that are seeking to diversify sources of revenue, create jobs, retain jobs, and help the Nevada economy by winning, being awarded, and executing under government-related contracts and/or subcontracts. Additionally, this position will administer GOED's Emerging Small Business Program to promote and assist small business owners interested in becoming a certified Emerging Small Business (ESB) participant.

Core Functions & Responsibilities

Government Contracts Advisor:

- Adhere to professional protocol, policy and guidance in a highly audited government environment both internally and externally;
- Maintain working knowledge of federal, state and local procurement/contracting laws, regulations, rules, and processes;
- Counsel and assist clients with appropriate electronic system registrations (e.g., SAM, etc.), certifications, marketing suggestions for government contracting and/or subcontracting, solicitation analysis, proposal reviews, contract and/or subcontract issues;
- Within about one (1) month of employment, obtain the U.S. Small Business Administration (SBA) verification assistance counselor certification, in order to assist small businesses seeking their official and recognized veteran-owned small business designation and/or their service-disabled veteran-owned small business designation;
- Develop long-term professional relationships with federal, state and local government contracting personnel, especially for guest speaker requests for a variety of Nevada APEX Accelerator functions;
- Identify government-related contracting and/or subcontracting opportunities for for-profit businesses that become formal Nevada APEX Accelerator clients, especially small businesses looking to compete for and win contracts and/or subcontracts, in order to create jobs, retain jobs, and diversify the Nevada economy;
- Promptly record details, with actions taken, of client meetings as well as client inquiries, comments and recommendations for improvement;
- Communicate and coordinate activities with Nevada APEX Accelerator team members;
- Travel to client sites and events as needed;
- Plan, organize and present government procurement-related classes via a variety of modes to include in person or virtually;
- Participate in public relations and networking activities.



Emerging Small Business Program Coordinator:

- Promote and assist small business owners interested in becoming a certified Emerging Small Business (ESB) participant;
- Process applications for ESB certification in compliance with NRS 231.1405;
- Maintain ESB database on GOED Website and complete annual report with data collected from state and local government agencies per NRS 231.14075;
- Other duties as assigned.

Demonstrated Knowledge/Skills/Abilities

- Knowledge of, and experience with, procurement processes and principles whether from direct government, prime contractor or subcontractor procurement experience, and/or from direct experience submitting proposals to the government, a prime contractor or a subcontractor is required;
- Knowledge of GSA schedules, SAM registration and small business certifications is preferred;
- Proficiency in the use of software applications (Microsoft Office, Excel, Power Point, Publisher, Outlook and Internet);
- Must be able to communicate clearly and effectively, both orally and in writing;
- Excellent organizational skills, attention to detail, quality work products, proactive follow-through, and ability to prioritize work assignments and manage expectations;
- Valid Nevada Driver's License.

Education and/or Experience

- College degree from an accredited university in Business or a related field OR equivalent combination of education, training and procurement related experience;
- Minimum of three (3) years' experience in a government, prime contractor or subcontractor procurement/acquisition environment and/or selling environment (e.g., reviewing solicitations, submitting proposals, etc.) to such entities.

Salary and Benefits

\$62,974 annually. This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.



Location

This position will be based in Las Vegas, Nevada.

Travel Requirements

Frequent travel within Nevada is required. Occasional out of state travel.

To Apply

Please send resume and cover letter to Michelle Sibley at msibley@goed.nv.gov

Or via mail:

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.