

<b>Job Title</b>	Procurement Specialist
<b>PVN ID</b>	LA-1801-002330
<b>Category</b>	Clerical/Office Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Procurement Technical Assistance Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$32,000.00 - \$39,780.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 05, 2018 (Or Until Filled)

## General Description

LaGuardia Community College Procurement Technical Assistance Center (PTAC) – was established in 1999. Our mission is to assist businesses located in Queens to market their goods and services to the Federal, State, and local governments. We strive to simplify the steps necessary to successfully sell to the government.

The Procurement Specialist at LaGuardia Community College PTAP is a full-time position which reports directly to the Director of PTAC. The Procurement Specialist is responsible for the daily operational tasks for the provision of government procurement services. This includes, but is not limited to: daily download of solicitations, maintenance of correspondence and documentation log, provision of statistics as indicated by the Director, research and correspondence as directed. The Procurement Specialist of PTAC interacts with the government agencies, non- for profit and business community, i.e., businesses from every Industry and designations (Minority and Women Owned, Veterans and Hubzones).

This position is for someone who is interested in assisting business firms do business with the Government, increase revenue and create jobs. This person will have a direct impact on helping businesses in the New York City region.

### Specific activities include:

- Level I Counseling of business clients who need assistance with all Government levels registration, certification, bidding, procurement procedures and overall government contracting assistance
- Organize events such as seminars, workshops, expos and match makers
- Research solicitations, awards and vital information for office & Client base
- Implementation of counseling sessions, meetings and appointments, including notice preparation and mailing, attendance calls and arrangements with meeting sites for seminars and/or training sessions
- Distribution of monthly, quarterly and yearly survey mailings to PTAC clients
- Record, monitor and analyze client surveys
- Record and monitor all follow-ups in Outreach Systems
- Research and fact finding on behalf of PTAC clients (Internet, Proximity, NYC City record, NYS Contract reporter, Outreach Systems, APTAC and other related website)

- Potential PTAC prospects researched from newspapers and other publications entered in the DoD Database
- Create and/or gather PTAC information for potential clients, partners and all seminars
- Quarterly updates are for FARS, NYS Rules, NYC regulations and Accounting for Gov't Contracts
- Keep PTAC Resource Library Publications up-to-date
- Assist PTAC office operations, i.e., telephone answering, reception, routing calls and message taking. Equipment maintenance and supplies. Interaction with director of Business Development and Communications regarding provision of other services to PTAC clients and marketing of PTAC program
- Participation in special projects
- Conduct outreach or information sessions thru out the State of New York and sometimes out of the region
- Maintain the standard operations procedure manual up to date
- Maintain the LaGuardia Community College PTAC website with the most current information
- Assist the director with the daily operations of the program
- Present at various workshops
- Conduct outreach or information sessions thru out the State of New York and sometimes out of the region

## Other Duties

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- Coordinate day-to-day administrative activities based on the Director's guidance and goals
- Resolve administrative matters referred to the project, program, or administrative unit, as guided by the supervisor
- Maintain accurate up-to-date calendars; briefs and prepares the Director for the daily activities; alerts to upcoming important meetings and commitments; tracks correspondence, including email;
- Schedule meetings; screens guests, phone calls, and correspondence; determines nature of visit or inquiry; follows unit head's priorities for access;
- Coordinate all travel schedules and arrangements.
- Prepare written replies to basic or repetitive inquiries; when delegated, initiates action on day-to-day matters not specifically requiring the attention of the unit head.
- Coordinate large mailings from electronic and other lists;
- Assist in the gathering, preparation, and dissemination of information relating to the administration and management of the PTAC program;
- Locate basic information or background materials for administrative meetings; prepares summaries as directed; converts information to various presentation formats; oversees scheduling details and meeting details;
- Draft, proof, and assist with production of brochures and other program materials;
- Implement processes to improve and streamline office administrative operations under direction of supervisor.
- Keep financial records related to office administration, including processing purchase orders, purchasing supplies and equipment, responding to invoice and reimbursement inquiries; assists with detailed reports for the Director
- Assist in the preparation of reports and presentations
- Oversee production of minutes of various Board and Committee meetings
- Provide assistance and responds to verbal and written requests for information
- May coordinate subordinate staff in fulfilling any of the above assignments
- Assist in developing and tracking PAFs and PVNs for program positions

## Qualifications

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- Bachelor's Degree and/or at least three year's relevant experience. At least one year of business experience and two year's of administrative/office experience. Must be well versed in Microsoft Office Suite programs (Word, Excel, Publisher and Powerpoint).
- Successful applicant must be extremely well-organized, detail-oriented, and professional and must possess excellent interpersonal skills. Verbal and written skills are very extremely important. The person must have above average computer knowledge.