
Job Title	Assistant Director
PVN ID	LA-1903-002994
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Procurement Technical Assistance Center
Status	Full Time
Annual Salary	\$65,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Apr 22, 2019 (Or Until Filled)

General Description

LaGuardia Community College (LaGCC) Procurement Technical Assistance Center (PTAC) was established in 1999. Its mission is to assist businesses located in Queens to market their goods and services to the Federal, State, and local governments. PTAC strives to simplify the steps necessary to successfully sell to the government. The center offers procurement technical assistance and training workshops to meet the needs of any size business, including Minority Owned Small Business, Service Disabled Veteran Owned Small Business/Veteran Owned Small Business (SDVOSB/VOSB) and Women Owned Small Businesses throughout the Queens region.

The Assistant Director will assist the Director with the day-to-day activities and operations of the Procurement Technical Assistance Center. He/she will counsel and train small business owners or their employees in all aspects of government contracting with federal, state, regional, and local governments. The candidate will work within a cohesive program team under the supervision of the Program Director with responsibility for mentoring and monitoring over 400 small business clients. The Assistant Director will be expected to meet or exceed program goals set for the team during the year related to businesses served and counseling hours. This position may involve extensive networking with government agencies, small businesses, small business resource organizations, business incubators, professional associations, and other college programs. The Assistant Director will provide training and technical assistance to clients through individual counseling sessions, small group workshops, webinars, and at networking events. Some travel is required. Out-of-state travel may occur up to two times a year for a duration of 2 - 5 days.

This is a grant funded position and is contingent upon availability of funding.

Other Duties

- Assist the Director with the development and management of program services according to Defense Logistics Agency requirements.

- Monitor specific performance metrics to evaluate the efficiency and effectiveness of the PTAC program.
- Develop, monitor and maintain a marketing/outreach program to attain specific economic development and client-based goals and actively recruit new clients within the PTAC service area.
- Establish and maintain effective working relationships with prime contractors, government agencies, resource organizations and associations, other PTACs, Chambers of Commerce, economic development entities, stakeholders, and other small business support organizations to garner support for sustaining and expanding initiatives linked to the PTAC mission.
- Serve as a Subject Matter Expert (SME) on various government contracting topics.
- Monitor maintenance/upkeep of the LaGCC PTAC website.
- Maintenance of electronic client databases using proprietary software.
- Develop and deliver government sector training seminars onsite and/or via webinar.
- Perform web-based research and analysis for clients, Primes and Government agencies.
- Assist clients in locating bid opportunities
- Assist clients with bid, proposal preparation, contract interpretation and certifications
- Assist clients in the interpretation of procurement regulations
- Represent program at networking and other business events
- Other duties assigned by the Director

Qualifications

Minimum requirements:

- Bachelor's degree from an accredited institution of higher learning
- Five (5) years related work experience in Government purchasing/procurement or small business counseling and assistance
- Strong knowledge of the Federal Acquisition Regulations and Federal, State and Local government contracting/sub-contracting requirements relating to small business requirements
- Proficiency in using computers and Microsoft Applications
- Excellent written and oral communication skills
- Business and/or Government background preferred