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<b>Job Title</b>	PTAC Training Specialist/Coordinator
<b>PVN ID</b>	LA-1904-003034
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Procurement Technical Assistance Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$45,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 21, 2019 (Or Until Filled)

## General Description

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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 PTAC Training Specialist/Coordinator to the LaGuardia Community College PTAC is a full-time position which reports directly to the Director of PTAC. The PTAC Training Specialist/Coordinator 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 PTAC Training Specialist/Coordinator of PTAC interacts with the government agencies, nonprofit organizations and business community, *i.e.*, businesses from every Industry and designations (Minority and Women Owned, Veterans and Hubzones).

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

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- 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 matchmakers.
- Research solicitations, awards and vital information for office and 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 Department of Defense (DoD) Database.
- Create and/or gather PTAC information for potential clients, partners and all seminars.
- Quarterly updates are for Federal Acquisition Regulations (FARS), NYS Rules, NYC regulations and Accounting for Government 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 other stakeholders regarding provision of other services to PTAC clients and marketing of PTAC program.
- Participation in special projects.
- Conduct outreach or information sessions throughout 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.
- Assisting the director with the daily operations of the program.
- Present at various workshops.
- Conduct outreach or information sessions throughout the State of New York and sometimes out of the region.

## Qualifications

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- Bachelor's Degree and/or at least three year's (3) relevant experience.
- At least one year of business experience and two years 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.