

# Governor's Office of Economic Development



## Procurement Associate (Non-classified)

The Nevada Procurement Outreach Program (POP) works with Nevada businesses to help them understand the market potential of contract opportunities in federal, state, local government entities. This position requires a knowledgeable professional to provide exceptional customer service to clients and internal staff, assisting in the growth of this program and the Economic Development plan for the State of Nevada.

### Duties / Responsibilities:

- Maintain working knowledge of federal, state and local government contracting laws, rules and regulations
- Assist clients with appropriate registrations, certifications and marketing for government contracting
- Develop and teach government procurement classes
- Participate in public relations and networking activities for POP
- Develop long-term relationships with federal, state, local government contracting personnel
- Maintain current contracting contact lists for client marketing
- Identify small business contracting opportunities
- Promptly record details, with actions taken, of client inquiries, comments and complaints
- Communicate and coordinate activities with all POP team members
- Adherence to POP policies and procedures
- Some travel required to attend workshops, conferences, training or visit clients
- Administrative duties as assigned

### Requirements:

- Excellent verbal and written communication skills
- High level of computer expertise with MS Outlook and MS Office 2010
- Ability to analyze and solve a wide range of problems – together with the POP team and individually
- Provide customer service with politeness, respect and understanding
- Ability to communicate effectively with large and small business owners and government officials
- Initiative to seek out additional tasks and responsibilities daily from POP Program Management
- Work independently and with a team, following Program Management direction
- Attention to detail and accuracy
- Adaptability and stress tolerance with a positive attitude
- Three years' direct experience working with small businesses and government contracting.
- Maintain positive working relationships with colleagues in Governor's Office of Economic Development
- Valid Nevada Driver's License

NOTE: This position is NOT responsible for buying or purchasing products or services.

Salary and Benefits: Salary range is \$45,000 - \$50,000 based on Employee/Employer paid retirement. Employee benefits include paid annual leave, paid sick leave, health and dental insurance and state retirement plan. Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month starting July 1, 2011 through June 30, 2013. The salary listed above does not reflect the reduction from the required furlough.

Position Location: Las Vegas, Nevada

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Kristen Anderson, 808 W. Nye Lane, Carson City, NV 89703. **Please no phone calls.**