



Position Title: Government Procurement Director (PTAC)

Statement of Duties

Incumbent provides administrative and technical assistance to businesses regarding participation in the federal government procurement program; performs all other related work as required.

Position Functions

The essential functions and duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not preclude them from the position if work is similar, related, or a logical assignment of the position. This position is grant-funded and subject to annual renewal.

Essential Functions

- Oversees all outreach, marketing, management, and counseling associated with the operation of the Procurement Technical Assistance Center, to include supervision of the staff, allocating and disbursing of financial resources, seminars and training, and community involvement.
- Reviews, evaluates and interprets federal government requirements for contracting of services/purchasing of products for Rhode Island-based firms engaged in manufacturing, service, construction and related industries; counsels clients on all aspects of government contracting.
- Develops, monitors and maintains marketing/outreach program with specific client-based goals to achieve annually. Actively recruits new clients.
- Prepares and submits annual budget proposal and all administrative reports to Grant Officer in required format for review and approval; establishes specific performance metrics to evaluate the effectiveness of the procurement program.
- Establishes and maintains effective working relationships with legislative and congressional delegations, community and business leaders, and members of EDC's diverse business constituency base to garner support for sustaining and expanding initiatives linked to the procurement program. Conducts formal presentations for external groups involved in economic development.