



**GOVERNMENT CONTRACTING ADVISOR,  
KALISPELL PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC)**

**Job Summary:**

This position is accountable for the direction, coordination, and delivery of activities for the Kalispell Procurement Technical Assistance Center (PTAC). Provides consultation and training to businesses interested in pursuing the government marketplace and assists them in succeeding in this specialized market. Provides technical assistance, training, and advice on procurement subjects to businesses in a multi-county region. Must communicate effectively at all organizational levels and with businesses from diverse industries. To perform this job successfully, an individual must be able to operate in a performance-based culture focused on metric-driven outcomes.

**DUTIES AND RESPONSIBILITIES**

**BUSINESS CONSULTING/ADVISING:**

- Assist local businesses with government contracting through workshops and one-on-one consultation by phone, in person, by email, or online
- Determine a business's capacity/suitability for government contracting and assist clients with connecting to key markets within the public sector
- Assess clients' training and technical assistance needs and develop recommendations
- Develop and maintain expertise in various government electronic database and payment systems
- Meet or exceed program goals for counseling hours, new clients, events, etc.
- Answer general questions associated with federal, state & local procurement processes
- Help locate necessary solicitation documents and interpret them by reviewing contract clauses, terms, definitions, and requirements
- Review and disseminate bid and subcontracting opportunities to clients
- Study and internalize Federal Acquisition Regulations (FAR) for the purpose of assisting clients

**TRAINING:**

- Develop content for live and virtual government contracting presentations and "matchmaking" events

**OUTREACH/ADMINISTRATIVE:**

- Maintain contact with all "active" PTAC clients and reach out to "inactive" clients to cultivate additional advising opportunities. Conduct research to identify new clients.
- Develop and maintain relationships with key stakeholders and inform them of PTAC services
- Maintain accurate, thorough client data and counseling records in CRM system, generate periodic reports for stakeholders, and submit monthly reports to the Montana PTAP lead center
- Market PTAC program and events to business community
- Function in a collaborative manner with other PTAC advisors, the Montana PTAP Program Manager and MWED staff
- Represent PTAC at government contracting events and small business outreach events
- Perform other duties as assigned

**KNOWLEDGE, SKILLS & ABILITIES**

- Must possess business acumen and the ability to understand diverse industry dynamics/complexities

- Move tasks through to completion with minimal supervision, taking ownership and accepting responsibility for professional development and work scope.
- Must have very strong computer skills
- Must have the ability to quickly learn and navigate government databases, invoicing/registration systems, conduct online research/work between multiple websites/databases simultaneously
- Flexible with excellent change management skills
- Strong written and verbal communications skills required, including public speaking
- Must have advanced reading comprehension and the ability to take complicated material and create concise curriculum for adult learners
- Ability to listen critically, identify needs, and solve problems
- Must be a highly functional team contributor who demonstrates initiative, patience, and a passion for helping people

**PROFESSIONAL DEVELOPMENT:**

- Participate in trainings and peer learning opportunities with other PTACs and the Montana PTAP lead center
- Must achieve Certified Procurement Professional (CPP) certification through the Association of Procurement Technical Assistance Centers (APTAC)
- Must participate in PTAC training on an ongoing basis
- May be required to attend 1 – 2 out of state conferences per year

**DESIRED QUALIFICATIONS: EDUCATION/ EXPERIENCE:**

- Bachelor's Degree in business, finance, public/contract administration or related field and a preferred minimum of 3 years' relevant experience in economic development, government contract administration, commercial banking, general business operations or public relations

**TO APPLY:**

Send resume and cover letter to [christy@dobusinessinmontana.com](mailto:christy@dobusinessinmontana.com). Open until filled.  
Starting salary: \$50,000 DOE; health/dental/vision; Simple IRA