

POSITION TITLE: Associate Procurement Specialist
LOCATIONS: Fort Belknap Indian Reservation
REPORTS TO: Supervisory Procurement Specialist

OBJECTIVES: Responsible for the procurement technical assistance program duties of the Fort Belknap Indian Reservation sub-office and service areas as assigned. Active participation in meeting the procurement goals, objectives, and strategic planning, necessary for American Indian-owned businesses. The Associate Procurement Specialist is expected to achieve economic progress for a portfolio of clients in his/her geographical/programmatic area and is accountable for results.

PROGRAM IMPACT: This position directly links the organization's ability to comply with the contractual requirements of its cooperative agreement with the Defense Logistics Agency. The consequence of low performance can become a significant cost impact to the organization and jeopardizes loss of potential future contracts that will impact program accountability and success.

DUTIES:

1. Responsible for completing the quarterly goals for assigned geographical service area established by the Supervisory Procurement Specialist.
2. Provide market resource and contract procurement assistance and information. Coordinate efforts with federal agencies and Supervisory Procurement Specialist.
3. Work specifically with Procurement Contract Representatives (PCRs) and Small and Disadvantaged Business Utilization Specialists (SADBUS) of the federal government and Small Business Liaison Officers (SBLO) of Prime Contractor Companies and facilities.
4. Keep a detailed record of all activity, data entry is required in coordination with Supervisory Procurement Specialist. Provide expert guidance and direction to Indian businesses toward achieving creative opportunities in the bid process.
5. Identify potential bid processes where Indian businesses can market their products and services to the defense industry.
6. Monitor the success of each client on a regular basis, offering assistance when needed. Track client activity including training, initial counseling and follow up counseling sessions and success stories in PTAssist on a weekly basis for reports as required by the US Defense Logistics Agency and Native American Development Corporation PTAC administration.
7. Provide comprehensive, technical assistance in Government contracting procedures, contract management, and cost/pricing of contracts to individuals and firms contemplating doing business with Federal, State, and local government agencies.
8. Attend training as required to attain level 1, 2, and 3 in government procurement, costing and other training as required.
9. Collaborate with Federal, State and local government and business organizations of all sizes and levels to develop and provide counseling and training for business employees, business owners in coordination with Supervisory Procurement Specialist.
10. Travel as required to provide assistance to clientele in appointed service area.
11. Other duties that may be assigned related to the DLA Cooperative Agreement goals.

PRINCIPLE ACCOUNTABILITY:

1. Develop defense and commercial market opportunities especially through multiple meetings with procurement personnel (i.e., buyers, estimators and contracting personnel).
2. Promote business partnerships in the defense and commercial industries (joint ventures, volunteer management, capital and ownership participation).
3. Prepare marketing packages, to include line cards, SF129's, PASS, and MBDA Profiles.
4. Help present such packages to defense and commercial market opportunities.
5. Use bid matching software for client bid opportunities and Agency long range acquisition strategies to request sole source opportunities for 8(a), HubZone programs.
6. Be thoroughly informed on the history, needs and capabilities of clients and government agencies.
7. Counsel clients in all aspects of their business, which may affect profitability, capability and future growth.
8. Assist selected clients to become pre-qualified or certified for such programs as the SBA 8(a) program, the Hubzone program and the SDB program.
9. Assist clients to successfully prepare bids and negotiate contracts.

10. Assist clients in long-range development by publicizing their successes.
11. Assist in obtaining bonding, lines of credit, financing and other needs necessary for the successful operation of their business.
12. Utilize non-staff experts in industry whenever possible to train clients, on an individual basis or in seminars.

QUALIFICATIONS:

1. Possess a minimum of a college degree in Business, Marketing, Operations, Management or related field and/or a combination of education and experience.
2. Have governmental contract administration or management experience and/or contracts procurement and technical assistance background and training with disadvantaged businesses.
3. Demonstrate the ability to work with American Indians.
4. Participate in team strategies and management concepts.
5. Hold a valid driver's license, auto insurance and have use of a vehicle.