

POSITION TITLE: Procurement Specialist
LOCATIONS: Albuquerque NM & Farmington NM
REPORTS TO: Program Manager

OBJECTIVES: Responsible for the procurement and technical assistance program duties at the office location the Procurement Consultant is assigned. Establishes an active participation in meeting the goals, objectives, and strategic planning, necessary to meet the procurement objectives and assistance goals for American Indian-owned businesses. The Procurement Consultant 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 will impact program accountability and success.

DUTIES: Identify potential bid processes where Indian businesses can market their products and services to the defense industry. Provide market resource and contract procurement assistance and information. Coordinate efforts with federal agencies. 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. Keep a detailed record of all activity, data entry is required. Provide expert guidance and direction to Indian businesses toward achieving creative opportunities in the bid process. Monitor the success of each client on a regular basis, offering assistance when needed.

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. Perform idea incubation services and distribute businesses and economic development information on related defense issues.
4. Prepare marketing packages, to include line cards, SF129's, PASS, and MBDA Profiles.
5. Help present such packages to defense and commercial market opportunities.
6. Use bidmatching software to conduct daily activity:
7. Be thoroughly informed on the history, needs and capabilities of clients and government agencies.
8. Counsel clients in all aspects of their business, which may affect profitability, capability and future growth.
9. 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.
10. Assist clients to successfully prepare bids and negotiate contracts.
11. Assist clients in long-range development by publicizing their successes.
12. Assist in obtaining bonding, lines of credit, financing and other needs necessary for the successful operation of their business.
13. 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.
2. Have governmental contract administration or management experience and/or contracts procurement and technical assistance background and training.
3. Demonstrate the ability to work with Native American Indians.
4. Hold a valid driver's license, auto insurance and have use of a vehicle.