

Job Title: Procurement Counselor Lead

Job Purpose:

The Deputy Program Manager (DPM) assists and supports the Program Manager (PM) of the Georgia Tech Procurement Assistance Center (GTPAC) in all matters as assigned by the PM, including staffing, training, reporting, and program performance review. The DPM also conducts procurement research and develops opportunity methodology to assist Georgia businesses to more effectively compete for and win federal, state, and local government contracts. May be responsible for setting employee goals, assessing employee performance and providing feedback, and making pay recommendations.

Impact & Influence:

Interact with GTPAC Program Manager, GTPAC Counselors, GTPAC clients, and public audiences.

Key Responsibilities:

Duties may include but are not limited to:

- Counsel and provide instruction to clients on government contracting matters.
- Conduct research on government acquisition policies, procedures and opportunities.
- Support the Program Manager in proposal preparation and reporting to satisfy federal and state requirements.
- Monitor performance of GTPAC Procurement Counselors and program (and act on behalf of Program Mgr. in his absence) and offer plans for continuous improvement.
- Develop and update training curriculum to offer clients.
- Perform other related duties as assigned.

Education, Specialized Knowledge, and Experience:

Degrees required for this job: Bachelor's degree in engineering, business, management, marketing, or equivalent field or equivalent combination of education and experience

Degrees preferred: Master's Degree

Years of experience required for this job: Four to six years required of PTAC or government contracting-related experience, preferably in the government environment, to include one to three years experience managing staff (preferably a team of staff with same or similar goals).

Years preferred: Six or more years

Certifications or licenses required for this job: Professional certification: CPCM, CACM, CCAS, or equivalent

Certifications or licenses preferred:

Specialized Skills:

Specialized skills required for this job:

Development of training curriculum and teaching procurement-related seminars and training sessions. Demonstrated experience in coaching and mentoring small, disadvantaged, service disabled, veteran owned, and woman owned businesses.

Specialized Skills Preferred:

Other Variables: