



California Capital Financial Development Corporation is a non-profit organization that has specialized in small and micro business capacity building and access to capital programs since 1982. Our mission is to provide “*Capital and Capacity to Serve Communities*”. California Capital administers the State of California Small Business Loan Guarantee Program in 23 Northern California counties. In addition, the organization is designated as a Community Development Financial Institution, and has a focus on providing programs and services that benefit disadvantaged small and emerging businesses. California Capital also holds the designation as an SBA Women’s Business Center and a Defense Logistics Agency Procurement Technical Assistance Center, serving the Sacramento region and San Joaquin county.

Job Title: Procurement Counselor – Procurement Technical Assistance Center

Job Location: Sacramento, CA

Position Type: Full Time 40 - hr/wk

The Procurement Counselor will deliver quality, cost effective, and expeditious counseling to PTAC clients for obtaining government contracts. This will include general counseling on business development, which involves knowledge of how to create professional relationships with government program managers and contracting officers, as well as with prime contractors. A working knowledge of best business practices specifically for performing on government contracts is required, which shall include a pragmatic knowledge of Federal Acquisition Regulation, as well as State procurement regulations.

Responsibilities:

- The Procurement Counselor shall adhere to a code of generally accepted standards of professional conduct
- The Procurement Counselor will conduct his/her professional activities in accordance with the highest standards of ethics and integrity and avoid any real or perceived conflicts of interest
- He/she shall be familiar with the government(s) procurement process(es), providing clients with the needed steps in the process
- He/she shall be familiar with issues associated with the successful performance of government contracts
- He/she shall be comfortable in leading workshops on specific topics of interest in government procurement
- He/she shall be able to review potential client responses to solicitations, including price comparison, conformity to Statement of Work, delivery terms, payment terms, and other terms and conditions of the procurement
- He/she shall be able to provide guidance to the client in terms of setting up contracts or teaming arrangements for suppliers or subcontractors on a potential project
- He/she shall be familiar with a variety of registrations and certifications that are needed, such as the System for Award Management, small business standards, minority set-asides, etc.

Knowledge, Skills and Abilities:

- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty
- Plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner
- Work independently with minimal supervision

- Review, proofread, and verify forms and financial documents for accuracy in calculation, coding, and adherence to policies and procedures
- Identify problems, analyze alternatives, and develop viable recommendations
- Compose written materials of moderate to complex difficulty on procurement related issues
- Establish and maintain effective working relationships with those contacted in the course of assignment
- Perform detailed contractual and financial work with a high degree of accuracy
- Maintain knowledge and awareness of key players in various government procurement offices throughout the region and state
- Maintain knowledge and awareness of procurement practices and standards of various government procurement offices throughout the region and state
- Able to represent the PTAC as lead to various government procurement offices throughout the region and state as required.

Minimum Qualifications and Requirements:

- BA/BS in Business Administration, Acquisition Management, or a related discipline, or equivalent experience is preferred
- 4 years of increased responsibility in the government procurement environment is preferred
- Knowledge of government procurement principles and processes
- Ability to gain various APTAC or other Procurement Counselor certifications
- Proficiency in the use of software applications e.g. MSWord, Excel, Outlook, database management, and internet use
- Must be willing to travel to client counseling sites as needed
- Must be proficient and comfortable speaking to large and small groups of people
- Must be willing to reach out to PTAC Sponsors, Partners and Civic Groups to build awareness and support of PTAC Mission
- Read, comprehend and interpret written materials of moderate to complex difficulty

To be considered for the position, applicants must provide a cover letter, resume and two professional related references with an annotation as to the applicant's relationship with each reference. It is preferred that qualified applicants hold a bachelor's degree from an accredited four-year college or university, preferably in a related field; four years of work-related experience, skill, or knowledge, such as contracting and government procurement experience; must be a U.S. citizen or Permanent Resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnic, culture, gender age, sexual orientation and physical abilities. Recent college grads are also welcomed to apply.

Application Deadline: August 29, 2014

If position is not filled, applications will be accepted until position is filled.

Please submit any questions related to this position, or the requested documents via email to dmuramoto@cacapital.org. Please include "Procurement Counselor Position" in the email subject line.