

Southwestern Pennsylvania Corporation Job Description

Position Title: Manager, Government Contract Technical Assistance	FLSA Status: Exempt
Reports to: Director, Workforce and Economic Development	Revised Date: 3/2023

General Purpose: Development, implementation and administration of all programs and projects designed to provide information and technical assistance to promote small businesses seeking government contracts.

Essential Functions:

- Research and maintain information resources that identify current government contract opportunities and supportive data.
- Applies knowledge of government contract procurement regulations and procedures in the development and implementation of training and marketing programs.
- Provides consultant services to small businesses seeking government contracts.
- Applies knowledge of public and private funding to secure and maintain funding / grant programs.
- Assists in developing programs including budgets and work plans.
- Builds partnerships with funding agencies and program centers thru networking and other focus type events.
- Manages compliance with funding agencies.
- Develop and conduct informational/promotional workshops and seminars.
- Maintains and updates files and records on program activity.
- All other duties as assigned by Supervisor/Manager.

Education / Experience Requirements:

- Bachelor’s degree in Business, Public Administration or closely related field required.
- At least 2 years of related experience.
- Experience of working with public officials.
- General computer skills with the ability to learn new software applications.
- Experience using CRMS software preferred.
- Valid PA Drivers License.

Physical Requirements:	55% Sitting, 10% Standing, 35% Walking, 50% Use of fingers, 95% Talking / Hearing, Lift <10lbs, Near vision
Skills:	Implementation Planning, Judgment & Decision Making, Reading Comprehension, Information Gathering & Organization, Critical Thinking, Synthesis/Reorganization, Solution Appraisal, Active Listening, Writing, Speaking
Knowledge:	Government Regulations, Administration & Management, English Language, Sociology
Abilities:	Written/Oral Comprehension & Expression, Deductive & Inductive Reasoning, Speech Clarity
Work Environment:	75% Environmentally controlled clean office. 25% Local travel

Employee’s Signature

Date

Human Resources

Date