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