

**NORTHEASTERN PENNSYLVANIA ALLIANCE
NEPA**

JOB DESCRIPTION

POSITION TITLE: Government Procurement Specialist

DIVISION: Business Development Services

SUPERVISOR: VP of Business Development Services & Senior Government Procurement Manager

EFFECTIVE DATE: July 17, 2025

FLSA STATUS Exempt

PAY GRADE: Program Specialist

GENERAL DESCRIPTION:

The Government Procurement Specialist is a full-time, salaried, exempt, position within the Business Development Services Division. The Government Procurement Specialist is responsible for assisting in the administration of the APEX Accelerator (APEX) Program. The position requires a knowledgeable professional with the ability to actively participate in daily operations and contribute and assist in the continued growth of the APEX program. This position involves intense interface with the small business community and government purchasing activities.

ESSENTIAL FUNCTIONS:

1. Ability to assist the Government Procurement Manager in the administration of the APEX Program to Department of Defense and NEPA Management Standards.
2. Ability to assist the Government Procurement Manager in the preparation of the grant application for submission to DoD for continued funding for the APEX program.
3. Ability to communicate verbally and in writing, to business clients, NEPA staff, management, customers, and partners regarding all aspects of the APEX program in the absence of the Government Program Manager.
4. Ability to prepare and forward information to NEPA clients regarding bid information of various levels of government.
5. Ability to enroll business clients in the System for Award Management (SAM) database, HUBZone and Small Business Administration Registrations and certifications, State Certification and Registrations and to maintain the accuracy of these databases.
6. Ability to develop and update all NEPA database information for monitoring APEX performance.
7. Ability to support the Government Program Manager by engaging with business clients, offering direct assistance, and providing guidance on various aspects of conducting business with federal, state and local government agencies.
8. Ability to facilitate and conduct seminars, workshops, marketing fairs and conferences to benefit firms in their quest for government contracts.

9. Ability to access information and prepare procurement reports for NEPA Management, the NEPA Board of Directors and federal and/or state agencies.
10. Ability to gather enrollment forms and re-enrollment forms for the NEPA Performance Measurement System. As well as the Executive Pulse System, and NEOSERRA and DoD databases.
11. Ability to stay informed on amendments to federal/state/local contracting and purchasing rules and regulations.
12. Ability and skill to operate a personal computer and have a working knowledge of computer programs related to government procurement, MS Word, Excel, Power Point, and other programs that may be added to the NEPA system.
13. Ability to tolerate long periods of time sitting and working at a desk or personal computer in an office environment.
14. Ability to operate all forms of office equipment including, but not limited to, copier, personal computer, phone system, fax machine, laptop computer, printer and other equipment as may be assigned.
15. Ability to operate a motor vehicle to visit clients place of business, attend meetings, and conferences.
16. Ability to travel, sometimes long distances, by various means, with multiple overnight stays to attend conferences, meetings, and functions related to the APEX program.
17. Ability to perform other duties as assigned by the Government Procurement Manager, VP of Business Development Services, and/or the President & CEO.

ADDITIONAL FUNCTIONS

1. Ability to serve on various NEPA Committees for the benefit of the organization.
2. Ability to explain the NEPA Business Development Programs and activities before larger groups of people at NEPA Board of Directors or staff meetings and to outside groups.
3. Ability to work with NEPA staff on various organization-wide assignments at the direction of NEPA Management.

MINIMUM QUALIFICATIONS

1. Bachelors Degree in Business Administration, Marketing, Public Administration, or related discipline, and/or an appropriate combination of education and experience.
2. Must have proficient computer skills with experience using MS 365, Access, Windows and other operating systems as well as Internet and video platforms.
3. Two (2) years experience in government contracting, economic development, business, or related fields is preferred.
4. Excellent communication and organizational skills are required.
5. A valid Pennsylvania drivers license is required, or the ability to attain one.
6. Must be legally employable in the U.S.

7. Must be able to submit to and pass personal background clearances.