

SUPPLEMENTAL JOB DESCRIPTION

POSITION INFORMATION		
Job Title: 13-1190 Miscellaneous Business Operations Specialists-5		Job Code: 13119005
Working Title: Procurement Program Specialist	Agency: BUS & ECON AFFAIRS DEPT	Agency Code: 22
Exempt Status (Exempt/Non-Exempt): Exempt	Security Code: For DOP use only	
Position Hours: 1950 (part-time)	Date Position Established: 01/03/2020	
Position Number: TMPPT5861-GROUP	Date of Last Amendment: 02/12/2026	
Position is a Supervisor (Yes/No): No	Agency GROUP SJD Version: 02/12/2026	
Direct Supervisor's Position Number: 40053	DOP Standard SJD Version:	
MAJOR GROUP: 13-0000 Business and Financial Operations Occupations		
MINOR GROUP: 13-1000 Business Operations Specialists		
BROAD GROUP: 13-1190 Miscellaneous Business Operations Specialists		
Broad Group Specifications: https://apps.das.nh.gov/HRBroadGroupSpecifications/		

DETAILED DESCRIPTION: Plans, develops, modifies, implements, and evaluates comprehensive procurement technical assistance within the Division of Economic Development, working with NH businesses, specific industry groups and partners throughout the state.

DETAILED TASKS (STANDARD):

DETAILED TASKS (AGENCY/POSITION-SPECIFIC):

Promotes NH businesses (small, medium & large) and their sales directly to federal, state and local governments or indirectly through subcontracting to major prime contractors. Reviews, modifies and implements procedures for counseling businesses on technical aspects of federal and other government procurement.

Assesses clients' training and technical assistance needs and develops plans outlining recommendations to efficiently meet their strategic objectives for succeeding in the government marketplace. Determines key markets within the public sector and connects clients to them. Conducts market research to identify past, present and future opportunities to sell products/services to the government.

Counsels and coaches clients with government certifications so they can be awarded government contracts and take advantage of socio-economic categories for contracting and subcontracting opportunities. Evaluates clients' company information and status to establish whether they are eligible to participate in government certification(s) programs.

Monitors client satisfaction with the NH-APEX program and surveys clients for contract data to satisfy NH-APEX program federal reporting requirements. Initiates, creates and disseminates surveys to assess client satisfaction, the need for implementation of additional training, and other information to enhance NH-APEX services. Reviews and analyzes information gathered from all NH-APEX clients for accuracy and compliance. Develops and implements metrics to drive goals and continuous improvement processes.

Develops and maintains relationships with sponsors/supporters, federal, state and local government agencies and prime contractors. Represents NH-APEX at government contracting events and small business outreach events. Establishes and maintains relationships throughout the economic development community to encourage incoming and outgoing referrals.

Participates in NH-APEX outreach and training workshops and maintains accountability for meeting federal goals for participated events. Identifies, coordinates, and executes events that provide statewide opportunities for New Hampshire businesses to learn about NH-APEX capabilities and services, and to make initial contact with NH-APEX staff. Develops and executes statewide technical training programs for business clients, providing expert instruction using NH-APEX and external technical resources. When appropriate, offers hands-on experience with key aspects of government contracting to interested clients.

Assists with Federal Cooperative Agreement Program budgeting and accounting. Assists with developing operating procedures to account for NH-APEX expenditures in Federal Program Year and accounting system.

Adheres to Department of Defense/DoD (or War/DoW) Program Performance Review and audit requirements. Provides required information to Program Manager on program metrics, planning, assignment of responsibilities, utilization of resources, deliverables, performance monitoring and feedback from clients. Participates in professional development training programs as required.

Prepares activity reports on all clients involved in the program. Determines qualifications and eligibility of prospective clients for acceptance into NH-APEX program. Establishes and maintains client profiles in APEX database.

MINIMUM QUALIFICATIONS:

Education/Experience: Bachelor's degree and 3 years of experience OR equivalent combination of 7 years of education and experience after completion of high school. Education and experience must be in business administration, public administration, business/industrial or community development, government procurement or contract sales, marketing, economics, education, counseling, or a related field, with at least some experience in government procurement or selling to government (includes military service in a contracting role or Military Occupational Specialty (MOS) related to government procurement).

License/Certification: Valid driver's license and access to transportation

Other Requirements: None

Trainee Option: Not applicable

PREFERRED QUALIFICATIONS: Master's degree preferred. Demonstrated skill in written and oral communication. Strong time management skills. Government procurement experience.

AFTER-HIRE REQUIREMENTS: None

CAREER ADVANCEMENT OPPORTUNITIES:

In-Band Advancement Available: ☐ Yes ☒ No

Criteria:

Broad Group Level Advancement Available: ☐ Yes ☒ No

Criteria:

DISCLAIMERS:

The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that job title.

When applicable, the work of an employee in trainee status in this position shall be overseen by a fully qualified individual. An employee in trainee status shall meet the minimum qualifications within the period of time specified on the SJD, not to exceed one year of being hired into this position.

SIGNATURES:

	Name and Title	Signature	Date
I have reviewed the content of this supplemental job description with my supervisor.			
Employee			
I have discussed the work responsibilities outlined by this supplemental job description with the above employee.			
Supervisor			
Agency Human Resources			
Appointing Authority or Designee			
Division of Personnel Approval	Janice Day Classification & Compensation Project Manager	<i>Janice Day</i>	02/12/2026