



WASHINGTON STATE  
HOUSING FINANCE  
COMMISSION

*Opening doors to a better life*

## Coordinator of Administrative Services

*Washington Management Service (WMS Band 2) Recruitment Announcement*

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**Posting Date:** May 18, 2022

**Closing Date:** June 3, 2022

**Salary:** \$84,276 to \$99,144 annually, depending on qualifications.

**Location:** 1000 2<sup>nd</sup> Ave., Suite 2700, Seattle, WA  
Our office is located in downtown Seattle's Financial District on 2<sup>nd</sup> Avenue and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

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\*\*In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being in King County.

We are currently recruiting for a Coordinator of Administrative Services position in the Administration Division of the Washington State Housing Finance Commission. This position oversees varied business management functions necessary for Commission employees to accomplish business goals. Responsible for purchasing and procurement of essential equipment, facility management, contract management, internal procedures, business continuity, risk management, and resource allocation.

The Administration Division is responsible for the oversight and support of all divisions and programs of the Commission. The Administration Division also supports the board of Commissioners who provide oversight and approval of Commission policies and programs.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a combination of teleworking, and onsite and offsite work meetings as needed. Employees must reside in Washington state and within a reasonable distance to our worksite to respond to workplace reporting requirements.

Per Governor Inslee's [Proclamation 21-14.1](#), all state employees must be fully vaccinated. Your vaccine status will be verified upon hire. Please contact Cindy Felker at [Cindy.felker@wshfc.org](mailto:Cindy.felker@wshfc.org) or 206-287-4402 if you need information on medical or religious accommodation.

### **Who we are:**

The Commission is a market-driven and self-supporting agency created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities. The Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, and nonprofit organizations to provide affordable financing for homes, rental housing, civic and social services facilities, energy conservation projects and first-time farmers and ranchers.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

### **Principal Responsibilities:**

- Directs and manages internal administrative policy through the use and maintenance of the Office Procedures Manual.
- Plans, designs, and directs the agency's business continuity program. Reviews revisions and testing procedures of on-going agency Business Resumption Plan. Implements revision schedules. Coordinates, schedules, and assesses annual staff preparedness trainings required by the Business Resumption Plan.
- Directs and manages all aspects of personal services contracts for the Commission. Creates and maintains "master" Request for Proposals and Contracts. Works with each division to develop a Request for Proposals (RFPs), distributes/posts RFPs, works with divisions to interview and select the successful contractor. Works with the divisions to create a statement of work and official contract. Logs and tracks all contracts. Reviews all contracts to ensure compliance, performance, and budgetary considerations. Assures that all contract project managers at the Commission meet multiple training requirements by DES contracting in both contracting and procurement. Manages numerous agency-wide contracts simultaneously. Directs and monitors the activities of contracted vendors.
- Manages daily operations including purchasing, procurement, equipment maintenance, liaison to building management, and office security. Through supervision and oversight of the Purchasing/Facilities Officer, assures excellent internal customer service and provides appropriate and optimum use of the organization's resources.
- In coordination with the Deputy Director, reviews and negotiates terms of office space lease and analyzes available Seattle commercial space in desired locations for Commission offices.
- Recruits, hires, develops, coaches, and supervises designated professional procurement and supply specialist.
- Supports effective communications throughout the organization. Maintains the highest standards of personal/professional and ethical conduct. Supports and promotes the vision, mission, and values of the Commission.

### **Desired Qualifications & Competencies:**

BA Degree in Business Management, Communications or related field or equivalent professional experience, and two years of experience in purchasing, daily operations and facilities management, and policy development.

Experience with contract management and business continuity development and implementation is highly desired.

**Benefits:**

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 12 paid holidays; paid vacation, sick and military leave; subsidized bus or ferry passes; credit union membership; flexible schedules.

**Application Procedures:**

Interested applicants should submit their resume, cover letter, and reference materials by email (our preferred method), fax or postal service by June 3, 2022 to:

Cindy Felker, Human Resources  
Washington State Housing Finance Commission  
1000 2<sup>nd</sup> Ave., Suite 2700  
Seattle, WA 98104  
Voice/Message: (206) 287-4402 OR 1-800-767-HOME  
Fax: (206) 587-5113

E-mail: [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org)

Web Site: [wshfc.org](http://wshfc.org)

In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.** Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process. To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

By submitting the application materials, you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. Only those individuals who clearly demonstrate the stated qualifications will be considered.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org), or at 206-287-4402.