



Opening doors to a better life

Washington State Housing Finance Commission

Commerce Specialist 1

Opening Date:	July 6, 2017
Closing Date:	July 17, 2017
Salary:	\$3,276.00 - \$4,292.00 per month (Range 46)
Location:	1000 2 nd Ave., Suite 2700, Seattle, WA Our office is located in downtown Seattle's Financial District on 2 nd Avenue, within walking distance to Pike Place Market and Seattle's scenic waterfront.

We are currently recruiting for a permanent, full-time Commerce Specialist 1 position in the Multifamily Housing and Community Facilities Division of the Washington State Housing Finance Commission (WSHFC).

The **Multifamily Housing and Community Facilities Division** is responsible for developing, applying and implementing policy and program recommendations for the administration of five statewide financing programs: Multifamily Housing, Non-profit Housing, Nonprofit Facilities, Beginning Farmer/Rancher, and Sustainable Energy. The bonds and tax credits issued through these programs help finance over 50 projects annually, involving owners, developers, investors, and underwriters across the state.

Agency Overview:

The WSHFC is a market-driven and self-supporting commission created to provide below-market rate financing for building, purchase or preservation of affordable rental housing, senior housing, non-profit capital facilities, community services, beginning farmers and ranchers, and energy efficiency/renewable energy projects. The Commission helps first-time homebuyers buy their homes. To achieve its goals, the Commission functions as a financing conduit and allocator of tax credits for developers, lenders, investors and non-profit organizations throughout the state to provide affordable financing for rental housing, first-time homebuyers, beginning farmers and ranchers, energy efficiency/renewable energy projects, and cultural and social service facilities.

Principal Responsibilities:

Performs professional level work by providing project and program support for the Washington State Housing Finance Commission's Multifamily Housing, Nonprofit Housing, Nonprofit Facility, Beginning Farmer and Rancher, and Energy Efficiency/Energy Renewable Programs. This position will create documents, track projects and provide technical support for the Commission's clients using its bond and tax credit financing structures. Database input and

control, form and document creation, as well as interaction with a broad spectrum of professionals will be required of the person filling this position. The ability to think independently, process complex information, and to meet financing timelines on high-cost projects required.

This position serves as an integral team member on project financing and program maintenance. The position provides ongoing support of project development and maintains the integrity of the of project development process by providing the technical expertise to ensure all federal and state reporting and noticing requirements are met. Failure to meet deadlines or to file required notices and reports may result in fines or failure to finance projects. This position may lead and coordinate meetings, is responsible for maintain information flow, and will complete and create documents for project closings and legal review.

Some travel may be required. This position will monitor database input, create reports, maintain document control, work with legal and financial professionals, and support various members of the project development staff as well as staff working in policy and program development. Responsibilities and duties may change from project to project and program to program. The Commission maintains a team environment and is client focused. Staff are expected to be a member of the team and provide support where necessary. Some file and document maintenance will be required. Client service and problem solving skills are necessary.

Qualifications:

We are most interested in candidates who meet or exceed the following criteria:

A Bachelor's degree and one year of professional experience. Clerical or office work experience may be substituted for education on a year-for-year basis, provided at least one year included experience at the Office Assistant 3 level or above. Ability to pay close attention to detail.

In addition, knowledge of: federal, state, and local decision making processes; housing and community development programs; social and economic problems of the low income, minority, and disabled communities; as well as an understanding of finance, real estate, or project development; and an understanding of bond and low-income housing tax credit financing is desired.

Candidates must also demonstrate a high level of competency in the following areas:

Records management: Consistently and accurately documents information or updates records so that they reflect the most current information and form a complete and understandable account of changes, decisions, activity, and work performed.

Customer Service: Demonstrates courtesy and a professional attitude in handling requests or complaints from the public, staff members from other divisions, homebuyer education instructors, and others. Consistently and proactively responds to written/verbal communication in an effective and timely manner. Is an effective communications link and reliable source of information for others. Keeps all parties informed of the status of the events. Remains constantly aware of who needs to be informed of changes or new developments and ensure that they receive clear communications

Verbal and Written Communication: Writes clearly and effectively. Explains or presents information in a clear, concise, logical manner that achieves understanding of the intended message. Effectively conveys ideas and information in writing and speech using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the reader. Ensures that all necessary details, steps, references, reasons, and other pertinent information are included in the written message/report. Accurately proofreads written material, identifying and correcting errors in grammar, punctuation and spelling.

Microsoft Office Applications Skills: Uses Microsoft Word, to create documents such as letters, memos, and reports that are complete, clear, and understandable. Demonstrates technical knowledge and skill in using Excel spreadsheet software, to create, modify, and format spreadsheets, find and replace data, and work with basic formulas and functions. Independently performs complex word processing and spread sheet tasks such as merging, sorting and uploading and downloading files. Expected to be proficient or able to excel in data base software.

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; 11 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; and credit union memberships.

Application Procedures:

Interested applicants should submit their resume, cover letter, and reference materials by email (our preferred method), fax or postal service by **July 17, 2017** to:

Cindy Felker, Human Resources
Washington State Housing Finance Commission
1000 Second Ave., Suite 2700
Seattle, WA 98104.

Electronic submissions may be sent to: cindy.felker@wshfc.org.

Voice/Message: (206) 287-4402 or 1-800-767-HOME

Fax: (206) 587-5113, or visit our **Web Site:** <http://www.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.**

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.

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

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. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era 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, or at 206-287-4402.