



WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

Procurement & Supply Specialist 4

Posting Date: March 11, 2026

Closing Date: Open Until Filled. *Applications will be reviewed on a rolling basis, with first review of applications on March 23, 2026.*

Salary: \$5,137 to \$6,906 Monthly depending on qualifications.

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

**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.

The Washington State Housing Finance Commission (WSHFC) is currently recruiting for a full-time, permanent Procurement & Supply Specialist as part of the Administration Division.

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 Procurement & Supply Specialist will manage the agency's contracting, purchasing, and facility operations. This position oversees the development of complex contracts and provides expert technical analysis in compliance with State of Washington statutes. This position will directly support the Commission by evaluating competitive bids and managing vendor relationships to secure high-value services and equipment. Additionally, this role serves as a key liaison for building management and the designated Agency Inventory Officer for all fixed assets.

The duty station for this position is Seattle, WA. The work associated with this position will be performed through a hybrid schedule, averaging three days per week onsite. This may increase based on business needs. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.

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:

- Serve as the designated purchasing expert, independently managing all procurement actions and inventory for office supplies, technology, and furniture.
- Implement and oversee the Commission and State of Washington procurement, purchasing and contract procedures in compliance and cost-efficiency.
- Conduct market analyses, research suppliers, and evaluate bids to secure the best value and lowest cost.
- Develop original contract terms and analytical tools to monitor vendor compliance and resolve issues.
- Manage the negotiation and preparation of complex contracts, agreements, and equipment leases.
- Oversee professional contract administration, including cost/price analysis and property administration, to ensure all obligations are met by both the state and private vendors.
- Evaluate competitive bids for hardware, and miscellaneous services, ensuring compliance with technical specifications and state reporting requirements (e.g., reciprocity and MWBE participation).
- Act as the Facilities Administrator and primary liaison to building management regarding operations, maintenance, and office space improvements.
- Manage essential office systems, including postage, and printing equipment.
- Process and create Purchase Order Requests (PORs)
- Coordinate invoice routing, approvals, and encumbrances with Finance/AP
- Reconcile purchasing cards and maintain monthly documentation
- Work on additional special projects throughout the year as identified by management and perform other duties as assigned.

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

- Deep understanding of state procurement statutes and administrative procedures.
- Proficiency in government contracting and procurement techniques.
- Ability to perform research using advanced analysis techniques.
- Excellent oral and written communication abilities.
- Proficiency in technical writing and the interpretation of complex documents.
- Demonstrated ability in the development of formal contracts.
- Ability to analyze complex bids and intricate technical details.
- Ability to take action to learn and grow: Takes responsibility for increasing skills in new technologies and skills to make government programs and processes more efficient and effective to serve all Washingtonians.
- Ability to take action to meet the needs of others: collaborating across diverse backgrounds and customer-service focused, while demonstrating a willingness and ability to empathetically respond to the unique needs of the people they work with and serve.

Preferred/Desired:

- A Bachelor's degree involving major study in business administration, or closely allied field
- Experience in government purchasing and procurement with a high level of responsibility
- Strong understanding of ethics and contracting requirements
- Ability to analyze complex data and interpret through in writing and verbally for others using written and oral forms of reporting.

A combination of skills, abilities, experience, and education may be substituted to demonstrate that you are qualified for this position. If you don't meet all the qualifications, we still encourage you to apply. We value diverse experiences and perspectives, and you may have skills that are a great match for our team.

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, train, or ferry passes; credit union memberships; alternate workweek schedules, and telecommuting.

Application Procedures:

Applicants who meet the qualifications are asked to submit **all** of the following items to be considered for this position:

- Completed NEOGOV online application:
<https://www.governmentjobs.com/careers/washington/jobs/5267661/procurement-supply-specialist-4>
- Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
- List of three or more professional references. **(all references must be current and/or former supervisor/managers)**
- Current resume indicating relevant experience, knowledge, skills, and education.

Web Site: <http://www.wshfc.org>.

Applicants are encouraged to apply as soon as possible. The recruitment process will be open until filled. First review of applications is March 23rd, 2026.

Please include your name and 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 the WSHFC Recruiting Team at Christopher.vasquez@wshfc.org or at (206) 287-4439.