

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Assistant Athletic Director/1211**

Function and General Scope

Under the administrative direction of the Athletic Director, positions assigned to this class have substantial responsibility for the administration and daily management of a major unit within the Department of Intercollegiate Athletics. Incumbents regularly exercise independent judgment and have the authority to make decisions which will directly impact unit operations. Responsibilities include staff selection and supervision, budget administration, development and implementation of policies, procedures, and activities that maintain compliance with governing associations; participating in strategic planning efforts, policies and procedures development and implementation; representing Intercollegiate Athletics at various community and/or business meetings; promoting existing and new programs and/or policies.

Classification Requirements (Minimum Qualifications)

Bachelor's degree in a related administrative, business, liberal arts, or social sciences discipline plus seven (7) years of demonstrated experience directly related to the duties and responsibilities specified for the particular unit, including (1) one year of supervisory responsibility. Any combination of relevant experience and education may be substituted for the required education. Extensive knowledge of rules and regulations established by governing associations.