

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

ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Administrative Manager/1205

Function and General Scope

Positions assigned to this class are responsible for managing the administrative functions of an academic or administrative organization and serve as the principal advisor to the department chair/director. Positions have substantial responsibility for directing or controlling program operations and are directly accountable for the allocation of resources and program results. Duties include managing the day-to-day administrative functions of the organization; providing supervision to employees including planning, assigning and organizing work; hiring, training and evaluating support personnel; developing and managing of operational budgets, fiscal analysis, grant and contract budgets, inventory management; assisting in short and long-term contingent planning efforts; facilities and resource management, coordination of contracts and grants, and implementation of operational policies and procedures; developing policies and procedures, ensuring that practices are in conformance with University regulations and policies; interpreting University and departmental policies, and advising faculty, staff, and students of policy provisions.

Classification Requirements (Minimum Qualifications)

Bachelor's Degree in a related field and four (4) years of experience directly related to the duties and responsibilities specified which has included at least one (1) year of supervisory experience. A Master's degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and professional experience may be substituted for the educational requirement on a year-for-year basis.