

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Administrative Planning Specialist/1447**

Function and General Scope

Positions assigned to this class are substantially responsible for providing operational support, policy development, strategic planning, project management, and professional/technical expertise. Position reporting relationship will not be below a Vice President, Provost, or comparable official(s); and involve complex and confidential issues including activities that have University or State-wide impact. Specialty areas include Information Technology, Facilities and administrative rate proposal, and other functional administrative assignments.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in business administration or other relevant field AND five (5) years of progressively responsible experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.