

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE EXEMPTION CRITERIA SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Area Finance/Administrative Officer/1147**

Function and General Scope

Positions assigned to this class serve as the chief financial/administrative officer and have responsibility for the strategic management of the overall fiscal/administrative functions of a college or a major administrative area-level unit. Responsibilities include long-range fiscal planning and goal setting, budget development and monitoring, fiscal analysis and reporting, resource allocation etc. Incumbents regularly exercise independent judgment and have the authority to freely make decisions which will directly impact the college or unit operations. Positions serve as the principal consultant and advisor to the area executive head on a wide-range of fiscal and management related issues.

Classification Requirements (Minimum Qualifications)

Bachelor's degree in a related administrative, business, liberal arts, or social sciences discipline and five (5) years 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 be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.