

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Assistant Director/1157**

**Function and General Scope**

Positions assigned to this class are responsible for assisting with overall management operations and leadership for a unit(s), having substantial responsibility for directing or controlling program operations and are accountable for the allocation of resources and program results. This position may be the second-ranking administrative official within an organization. Must regularly exercise independent judgment and discretion in work directly related to management policies or department business operations and must have delegated authority to make commitments that affect department operations.

Note: Larger organizations may have a need for more than one Assistant Director and may need one Associate Director level who will serve as the second-ranking administrative official. Assistant Directors are usually responsible for a specific functional area or areas.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a relevant field and four (4) years of progressively responsible relevant experience, which has included at least one (1) year of managerial experience. A Master's degree in a related field may be substituted for up to one (1) year of the required experience. Education and experience can be tailored to fit the specific organizational entity/directorial assignment. Positions may require applicable licensure and/or certification.