

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Associate Director/1158**

Function and General Scope

Positions assigned to this class have responsibility for planning, organizing, and managing all operations of a functional area(s) including supervising managers and/or supervisors. This position is typically the second-ranking administrative official. They have substantial responsibility for directing or controlling program operations and are accountable for the allocation of resources and program results. Must regularly exercises 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 an Associate Director based on unit size and responsibilities to the university. Associate Directors typically have greater size and scope of responsibility than Assistant Directors.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in a relevant field and five (5) years of progressively responsible experience in a related field which has included at least two (2) years of management experience. A Master's degree in a relevant 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.