

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Budget Officer/1103**

Function and General Scope

Under administrative direction, positions assigned to this class have broad responsibility for the coordination and supervision of the centralized budget allocation function and tracking of permanent and temporary financial commitments. Responsibilities generally include staff selection and supervision, advising departmental personnel and administration regarding policies and procedures, and analyzing the impact of state legislation; managing the daily operations of a unit within the centralized Budget Office; supervising the budget allocation function of the central Budget Office; coordinating the development of budget guidelines and funding requests; participating in strategic planning efforts, recommending and participating in the development and implementation of university policies and procedures; serving on university planning and policy-making committees; advising departmental personnel and university administration regarding policies and procedures.

Classification Requirements (Minimum Qualifications)

Bachelor's degree in a related accounting, business administration, management information systems or related discipline and five (5) years of demonstrated experience directly related to the duties and responsibilities of the position. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.