

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Business Management Counselor/1196**

Function and General Scope

Positions assigned to this class are responsible for advising and training individuals in activities relating to starting or enhancing the operation of small businesses. Primary functions include advising clients in the formation or development of small businesses; assisting with the identification and evaluation of business challenges and opportunities; providing assistance and guidance in developing business plans and operating plans for marketing, management and/or commercial financial proposals; performing research, data compilation and budget analysis for use in managerial decision making; developing and implementing marketing program plans; and/or coordinating program marketing efforts to enhance awareness and access.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in business or related field and three (3) years of experience in business ownership, business management and/or program development. 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.