

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Coordinator/1138**

**Function and General Scope**

Positions assigned to this class are responsible for managing and coordinating the day-to-day administration of one or more specialty program(s) including budget, supervising staff support, developing and implementing program policies/procedures, requiring advanced or specialized knowledge and skills. Position typically report to an executive head of a major administrative or academic division and are responsible for coordinating and/or administering specialized or technical program(s) or functional area(s) on a day-by-day basis. They must regularly exercise independent judgment and discretion in work directly related to the specialty area. They must have delegated authority to make commitments that affect the department operations, functioning as second-in-command in important levels.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a field relevant to area of specialization and three (3) years of experience directly related to the specialty area. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.