

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Data Collection Manager/1188**

**Function and General Scope**

Positions assigned to this class are responsible for managing data collection activities for survey projects, negotiating project timelines and specifications. Positions direct or control project operations including budget, policies, procedures and staff supervision, allocate program resources and are responsible for project results. Coordinating with other departmental units to ensure data collection goals are met; monitoring on-going survey activities to meet project goals; establishing and maintaining priorities, unit goals and direction; and programming the computer-assisted telephone interviewing system.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in social sciences or related field and four (4) years of progressively responsible experience in professional survey data experience included data collection and at least one (1) year of supervisory experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.