

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Director, Energy Extension Program/1320**

Function and General Scope

Positions assigned to this class are responsible for administering the University's Energy Extension Program located in Olympia including directing the development, implementation and administration of energy program goals and objectives; planning, organizing, directing and evaluating overall organizational operations; coordinating program activities to ensure delivery of products and services; performing strategic and long range planning; developing and administering budgets; conducting final review on contract proposals or other legal/financial issues with the Department of Energy, Bonneville Power Administration, other governmental and private entities.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in business administration or energy program related field and five (5) years of progressively responsible related program experience which has included at least three (3) years of supervisory experience. A Masters degree in a related field may be substituted for up to one (1) year of the required experience exclusive of the management/supervisory experience.