

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Director, Information Services/1351**

Function and General Scope

Positions assigned to this class are responsible for directing the information services for a branch campus or major area. Typically supporting complex technology for multiple sites or units. Duties include, but are not limited to, managing staff, allocating resources, and are responsible for program results, directing the design, development and implementation of information technology infrastructure and networks; planning and directing the overall operation of unit information technology services, performing strategic and long range planning; developing, implementing and maintaining unit goals, objectives, policies and procedures; developing tracking and evaluation processes to assist in accomplishment of goals.

Classification Requirements

Positions require a Bachelor's degree in computer science, telecommunications or related field and six (6) years of progressively responsible experience in computer facilities operations which has included at least two (2) years of management 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 experience.