

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Director/1155**

**Function and General Scope**

Positions assigned to this class direct and oversee an organizational entity involving fiscal management, human resource functions, and related administrative functions. Responsible for providing leadership and direction; planning, developing, managing and administering programs, strategies. Positions have substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results. Establishes and implements short- and long-range organizational goals and objectives. Represents the university to internal and external constituents.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a relevant field and six (6) years of progressively responsible relevant experience, which has included at least three (3) years of managerial experience. A Master's degree in a related field may be substituted for up to one (1) year of the required experience. Education and experience can be tailored to fit the specific organizational entity/directorial assignment.