

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Energy Extension Program Manager/1321**

Function and General Scope

Under administrative direction, positions assigned to this class provide overall leadership and management oversight of an Energy Program Division and are responsible for collaborating with the unit Director to regularly contribute to overall management of the University's Cooperative Extension Energy Program. Responsibilities include managing unit accounting, researching, planning, developing, writing, editing, budget management, training, payroll, administrative support, information systems, office management, and negotiating for Energy Program projects.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in business administration or related field and five (5) years of progressively responsible experience in managing the administrative, operations, or finance section of a Washington State agency or equivalency at the college level of a university, which has included supervising personnel.