

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Energy Program Coordinator/1326**

**Function and General Scope**

Under administrative direction, positions assigned to this class are responsible for coordinating specialized energy programs University's Cooperative Extension Energy Program. Responsibilities include, but are not limited to, assisting in program planning, development and marketing; coordinating, delivering and evaluating energy programs; conducting field research on applicability of new materials and technology; collaborating with staff and coordinating curriculum development and training topics with outside organizations.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a relevant extension program discipline and two (2) years of related program experience. Any combination of relevant education and experience may be substituted for the educational requirements on a year-for-year basis. A Masters degree in a related energy program field may be substituted for the required education.