

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Executive Director/1449**

Function and General Scope

Positions assigned to this class are senior management positions, which have substantial responsibilities for directing and overseeing a large organizational entity. Responsible for providing fiscal management, human resource functions, and related administrative functions; leadership and direction; planning, developing, managing and administering programs and strategies; establishing and implementing short- and long-range organizational goals and objectives; and represents the university to internal and external constituents.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in a relevant field and eight (8) 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.