

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Extension Coordinator Specialist/1325**

Function and General Scope

Positions assigned to this class are responsible for originating and developing formal education programs for the general public, usually involving close contact with faculty and staff or training or consulting with specific groups in the community to enable them to provide specialized training and/or services to the community. Duties include, but are not limited to, performing specialized work in areas such as providing statewide leadership for program and staff development; providing technical support on building codes, data research analysis, grant and contract administration, and developing and marketing new project and program proposals.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in a relevant extension program discipline and three (3) years of related experience in the program specialty. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Prefer a Masters Degree with three (3) years related experience. Demonstrated teaching experience and evaluating community projects and experience in preparing educational materials for low literacy and diverse populations.