

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 Supervisor/1324**

**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. Positions assigned to this class are responsible for supervising extension coordinators and support staff in extension program operations and services.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a relevant extension program discipline and three (3) years of related program experience, which has included supervisory-level experience. A Masters degree in a related field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.