

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/1132**

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 organizing, conducting and coordinating extension programs and advising clients on the application of program information.

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 requirement on a year-for-year basis.