

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Extension Manager/1121**

**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 managing statewide, national or international extension program events and activities including directing or controlling program operations involving budget, policies, procedures, staff supervision, allocating program resources and responsibilities for program results.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in a relevant extension program field and four (4) years of relevant program coordination experience which has included at least one (1) year of supervisory experience. A Master's degree in a related extension program field may be substituted for up to one (1) year of the required program coordination experience. A Doctorate degree in a related extension program field may be substituted for the required experience.