

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Facilities Quality Assurance Officer/1265**

Function and General Scope

Positions assigned to this class are responsible for implementing, administering and maintaining a quality assurance program to provide improved project value, sustainability and serviceability of WSU facilities statewide. Overseeing and coordinating the Construction Document Review process including compiling and coordinating review efforts and comments and ensuring comments are appropriate and in concert with one another; supervising and coordinating multi-discipline review of WSU building, utility and infrastructure construction or design documents; establishing and assuring compliance with the technical specifications and requirements for facilities; and serving as designated project manager on specific major capital projects.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in architecture or related field and registration as a professional architect or other applicable professional license and ten (10) years experience in managing the planning and development of institutional facilities.