

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Information Systems Coordinator/1137**

**Function and General Scope**

Positions assigned to this class are responsible for coordinating the operation and maintenance of a unit's information and computing services. Responsibilities include widely diverse complex activities in the areas of consulting, technical support, system administration, designing, programming, and network engineering. Responsibilities typically include activities performed for one or more departments, offices or programs.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree and three (3) years professional experience OR a combination of education and experience totaling seven (7) years from which comparable knowledge and abilities are acquired. Education and experience may be tailored to specific need requirements of position.