

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 Manager/1142**

Function and General Scope

Positions assigned to this class are responsible for performing highly technical complex tasks, managing work assignments and supervising staff assigned to one or more information technology functions. Responsibilities include, but are not limited to, planning projects, assigning work, conducting performance evaluations, managing day-to-day operations, short and long range strategic planning, allocating resources and budget management.

Classification Requirements (Minimum Qualifications)

Bachelor's degree and four (4) years professional experience, of which one (1) year must have been in a leadership role OR a combination of education and experience totaling eight (8) years from which comparable knowledge and abilities are acquired.