

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 Project Leader/1385**

**Function and General Scope**

Positions assigned to this class are responsible for providing Information Systems project leadership on both single and multiple projects on a regular basis including scheduling, task coordination and staff leadership. Positions are also responsible for providing general support, analysis, design and development for systems within specified units. Planning, organizing, controlling and scheduling of assignments including coordinating tasks and directing the work of others; analyzing and modifying existing system applications and programs; designing, documenting, developing, testing, and implementing new systems and/or programs.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree in computer science, management information systems or relevant field and four (4) years relevant related professional experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.