

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 and Technologies Assistant Director/1350**

**Function and General Scope**

Positions assigned to this class are responsible for directing one or more information systems and technology operational units. Responsibilities include planning unit direction and activities, managing one or more budgets, directing staff (which may include Information Systems Managers), conducting performance evaluations, and interacting with various levels of university management. These positions assist the Director and work with other assistant directors to direct activities across operational units. Responsibility levels may vary based on number of people in the operational unit, complexities and scope of projects and systems managed/developed by the unit and/or budget responsibilities.

**Classification Requirements (Minimum Qualifications)**

Positions require a Masters degree and five (5) years progressively responsible professional experience, of which two (2) years must have been in a leadership role OR a combination of education and experience totaling ten (10) years from which comparable knowledge and abilities are acquired.