

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Instructional Laboratory Supervisor/1128**

Function and General Scope

Positions assigned to this class are responsible for supervising personnel and operations in instructional laboratories or related facilities. Typically are used in the sciences, arts, humanities or related disciplines where they are responsible for directing and coordinating instructional programs for students in specific techniques and procedures. Duties include fiscal planning, budget, developing and implementing policies and procedures, supervise staff, allocate resources and are responsible for unit results.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in a relevant discipline and three (3) years of progressively responsible experience in the discipline which has included at least one (1) year of lead experience. A Master's degree in a relevant field may be substituted for one (1) year of the required experience exclusive of the lead experience.