

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Manager/1162**

Function and General Scope

Positions assigned to this class have substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results. Responsibilities include, but are not limited to supervising staff, managing operations, programs or services including fiscal planning, budget, policies and procedures.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in a relevant field and four (4) years of progressively responsible experience in a field related to the functional managerial area which has included at least one (1) year of supervisory experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.