

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Planning and Development Specialist/1411**

Function and General Scope

Positions assigned to this class analyze, design, develop, and coordinate facility proposals and master plans to improve and/or maximize the efficient use of campus work environments and land usage. Responsibilities include, but are not limited to supervising staff, managing programs or services including fiscal planning, budget, policies and procedures; ensuring regulatory compliance with local, state, and federal laws pertaining to the use, preservation, or access to building space; providing technical information and institutional policy requirements; monitoring budget allocation and authorizing expenditures of funds; participating in the selection of project consultants; supervising, managing, and tracking consultants and work in progress; managing projects from design stage through completion.

Classification Requirements (Minimum Qualifications)

Position requires a Bachelor's degree in a program-related area AND four (4) years of progressively responsible work in the program specialty, which has included at least two (2) years of supervisory experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.