

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Principal Assistant/1113**

Function and General Scope

Positions assigned to this class serve as a principal assistant to an executive head of a major administrative or academic division. They must regularly exercise independent judgment and discretion in work directly related to management policies or department business operations. Must have delegated authority to make commitments that affect the department operations, functioning as second-in-command in important levels. They are the primary point of operational and administrative contact for internal and external constituencies, on complex and confidential issues. Duties include, but are not limited to, managing the department's budget, supervising staff support, developing and implementing departmental policies/procedures, and planning activities requiring advanced or specialized knowledge and skills.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in business administration or other relevant field AND four (4) years of progressively responsible management work experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.