

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Program Administrative Manager/1204**

Function and General Scope

Positions assigned to this class are distinguished by primary responsibility for managing a division of a major department, college, operating unit or program. Positions exercise independent judgment and decision making authority and counsel to the administrator on the program(s). Positions administer and supervise all activities involved in providing a management service within an organizational entity. Positions direct or control program operations including budget, policies and procedures, supervise and train support staff, allocate program resources and are responsible for the program(s) results.

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.