

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE EXEMPTION CRITERIA SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Business Management Counselor 2/1490**

Function and General Scope

Positions assigned to this class are at the senior level and/or have a functional specialty area. Provide leadership and guidance to Business Management Counselors in a geographically assigned region on complex small business development issues AND/OR advise clients in a functional specialty area. Additional responsibilities include assisting with the identification and evaluation of business challenges and opportunities; providing assistance and guidance in developing business plans and operating plans for marketing, management and/or commercial financial proposals; performing research, data compilation and budget analysis for use in managerial decision making; developing and implementing marketing program plans; and/or coordinate program marketing efforts to enhance awareness and access.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in a related field and five (5) years of experience in business ownership, business management, program development and/or the functional specialty area. A Master's degree in a related field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.