

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Conference Manager/1130**

**Function and General Scope**

Positions assigned to this class are responsible for managing activities involved in providing conferences and workshops, managing personnel and administer budgets. Duties include, but are not limited to, developing, implementing and administering professional education/training programs; assisting in establishing program development priorities; designing and implementing individual courses or program series, seminars, conference workshops or special events; selecting and overseeing program instructors; and reviewing courses and programs relative to desired educational outcomes and constituency needs.

**Classification Requirements (Minimum Qualifications)**

Positions require a Bachelor's degree and three (3) years of experience in developing and administering non-credit educational programs, conferences and events, or marketing, including 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. A Master's degree in a related field may be substituted for one (1) year of the required experience. Positions may require evening and weekend work and travel.