

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Director, Administrative Services/1194**

Function and General Scope

Positions assigned to this class function as a college/area director in the largest colleges, financial areas or branch campuses and are responsible for overseeing budget, accounting services, business affairs, position control, grant and contract administration, outside contracts, long range capital planning and related financial and resource services in the University's largest and most complex administrative organizational entities that support instructional, research, service, maintenance, construction and related activities.

Classification Requirements (Minimum Qualifications)

Position requires a Bachelor's degree in Business Administration, Public Administration or closely related field with an accounting emphasis and five (5) years of progressively responsible experience in accounting and business management which has included supervisory and facilities management experience. A Master's degree in Business Administration, Public Administration or closely related field and/or CPA certification may be substituted for one (1) year of the required work experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.