

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

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Finance/Budget Manager/1143**

Function and General Scope

Positions assigned to this class have substantial responsibility for directing or controlling program operations and who are accountable for the allocation of resources and program results. Duties include supervising staff and managing the fiscal support functions for a major academic or administrative unit, include ensuring compliance with University, State and Federal regulations.

Classification Requirements (Minimum Qualifications)

Bachelor's degree in a related field, and four (4) years of experience directly related to the duties and responsibilities specified which has included 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.