

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

**ADMINISTRATIVE PROFESSIONAL  
Benchmark Job Class  
Assistant Athletic Director/1211**

**Function and General Scope**

Under the administrative direction of the Athletic Director, positions assigned to this class have substantial responsibility for the administration and daily management of an assigned unit within the Department of Intercollegiate Athletics. Incumbents regularly exercise independent judgment and have the authority to make decisions which will directly impact unit operations. Responsibilities include staff selection and supervision, budget administration, development and implementation of policies, procedures, and activities that maintain compliance with governing associations; participating in unit strategic planning efforts, policies and procedures development and implementation; representing Intercollegiate Athletics at various community and/or business meetings; promoting existing and new programs and/or policies. Positions at this level may report directly to the Athletic Director.

**Classification Requirements (Minimum Qualifications)**

Bachelor's degree in sports administration, administrative, business, liberal arts, social sciences, or related discipline plus four (4) years of demonstrated experience directly related to the duties and responsibilities specified for the particular unit, including (1) one year of supervisory responsibility. Any combination of relevant experience and education may be substituted for the required education. Extensive knowledge of rules and regulations established by governing associations.