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 Specialist/1601

Function and General Scope
Positions assigned to this class are responsible for providing expert level business advising and training services to clients within a specialty functional area. In addition to specialized advising, positions will provide broad, general business advising and training services outside of assigned specialty area(s). Examples of specialty functional areas include Information Technology, International Trade, Manufacturing Management, or other identified areas.

Positions may be responsible for leading or directing the work of Associate Business Management Counselors and/or Business Management Counselors.

Classification Requirements (Minimum Qualifications)
Positions require a Bachelor's degree in business or a field related to the associated functional area, and five (5) years of experience in business ownership, business management and/or program development and three (3) years of experience in the associated functional 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.

These positions may require additional licenses or certifications.