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## Auburn University Job Description

Job Title: **Interior Designer II- Project Mgmt.**

Job Family: No Family

Job Code: **NT02**

Grade FM16 \$54,100 - \$92,000

FLSA status: Exempt

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### Job Summary

Under limited supervision, responsible for the development, production, management, oversight, and coordination of intermediate and complex design projects to include scopes, budgets, contracts, design bigging, construction administration and compliance with codes and standards throughout Auburn University.

### Essential Functions

1. Serves as a design management liaison or point of contact for university users, internal staff, architects, consultants, and/or vendors by representing Facilities Management in a positive and professional manner. Proposes resolutions to client questions and issues.
2. Responsible for establishing, developing, and designing design project analysis, programs, space planning, layouts, design, code compliance, and specifications.
3. Develops, coordinates, and monitors project schedules, budgets, and costs.
4. Creates, presents, and prepares proposals for the selection, quality, payment, procurement, installation, and maintenance of interior design elements.
5. Responsible for coordinating and identifying needs for the services of architects, engineers, and consultants.
6. Coordinates with internal and external units to receive and distribute estimates and bids of project costs, including, but not limited to, furniture and construction costs. Responsible for furniture, fixtures, and equipment (FFE) procurement and purchases from state contacts for user and client approval in accordance to state public bid laws and other applicable laws.
7. Performs periodic construction and installation inspections. Prepares and distributes detailed reports to appropriate personnel.
8. Collects and analyzes data for use in the formulation of university design standards and maintains approved design criteria and/or code compliance requirements.
9. May be responsible for meeting and maintaining training and certification requirements as outlined by the department's training and credentialing requirements.
10. May perform other related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in interior design, architecture, or closely related field.
<b>Experience (yrs.)</b>	3	Experience as NCIDQ certified or licensed Interior Designer. Experience with project management planning and implementation. Must include two (2) yrs. experience at the preceding level or equivalent.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Broad knowledge of concepts, practices, and procedures of design project management and interior design with awareness of related fields.

Firm knowledge of design code compliance and bid and procurement laws.

#### **Certification or Licensure Requirements**

Valid Driver's License

NCIDQ Certification or Licensed Interior Designer designation required.

\*If Interior Designer License is obtained in another state, the Alabama license must be obtained in the first 6 months of being hired.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Date: 10/31/2022

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