AUBURN
Human Resources

# Interior Designer I-Project Mgmt

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | NT01 |
| Job Description Title | Interior Designer I-Project Mgmt |
| Pay Grade | FM15 |
| Range Minimum | $55,080 |
| 33rd % | $67,930 |
| Range Midpoint | $74,360 |
| 67th % | $80,790 |
| Range Maximum | $93,640 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 10/31/2022 |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Design & Construction |

## JOB SUMMARY

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

## RESPONSIBILITIES

- 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 routine client questions and issues.
- Responsible for establishing, developing, and designing design project analysis, programs, space planning, layouts, design, code compliance, and specifications for small projects.
- Coordinates, monitors, and provides input for project schedules, budgets, and costs.
- Creates and provides recommendations on the creation and preparation of proposals for the selection, quality, payment, procurement, installation, and maintenance of interior design elements.
- Coordinates and supports selection for the services of architects, engineers, and consultants.
- 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.
- Performs periodic construction and installation inspections.
- Prepares and distributes routine reports to appropriate personnel.
- Assists in collecting data for use in the formulation of university design standards and supports approved design criteria and/or code compliance requirements.
- May be responsible for meeting and maintaining training and certification requirements as outlined by the department’s training and credentialing requirements.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| Bachelor's Degree | Degree in interior design, architecture, or closely related field. | and | 0 years of | Experience in interior design. Experience with project management planning and implementation. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Broad knowledge of concepts, practices, and procedures of design project management and interior design. | |
| Working knowledge of design code compliance and bid and procurement laws. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| DL NUMBER - Driver License, Valid and in State | Any State | Upon Hire | Required | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

| **Vision Requirements:** |
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| Ability to see information in print and/or electronically and distinguish colors. |