AUBURN
Human Resources

Interior Designer II-Project Mgmt

Job Description

JOB INFORMATION

Job Code	NT02
Job Description Title	Interior Designer II-Project Mgmt
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/31/2022

JOB FAMILY AND FUNCTION

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

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.

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 client questions and issues.
- Responsible for establishing, developing, and designing design project analysis, programs, space planning, layouts, design, code compliance, and specifications.
- Develops, coordinates, and monitors project schedules, budgets, and costs.
- Creates, presents, and prepares proposals for the selection, quality, payment, procurement, installation, and maintenance of interior design elements.
- Responsible for coordinating and identifying needs 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 detailed reports to appropriate personnel.
- Collects and analyzes data for use in the formulation of university design standards and maintains 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

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	3 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.