AUBURN
Human Resources

Interior Designer III-Project Mgmt

Job Description

JOB INFORMATION

Job Code	NT03
Job Description Title	Interior Designer III-Project Mgmt
Pay Grade	FM17
Range Minimum	$65,730
33rd %	$83,260
Range Midpoint	$92,020
67th %	$100,790
Range Maximum	$118,310
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

Independently leads the development, production, management, oversight, and coordination of large 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. Resolves client questions and issues.
- Leads and advises others in establishing, developing, and designing design project analysis, programs, space planning, layouts, design, code compliance, and specifications.
- Manages, analyzes, and develops project schedules, budgets, and costs.
- Oversees, creates, and presents proposals for the selection, quality, payment, procurement, installation, and maintenance of interior design elements.
- Oversees, advises, and identifies 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.
- Oversees and leads 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 advanced reports to appropriate personnel.
- Collects and analyzes data for use in the formulation of university design standards and owns the approval of 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	5 years of	Experience as NCIDQ certified or licensed Interior Designer. Progressively responsible experience with project management planning and implementation. Must include 2 years' experience at the preceding level or equivalent.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to apply a diversified knowledge of project management and interior design principles and practices to a broad variety of assignments and related fields.	
Advanced 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

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		
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 and distinguish colors.