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## Auburn University Job Description

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

Job Family: No Family

Job Code: **NT01**

Grade FM15 \$48,100 - \$81,800

FLSA status: Exempt

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### 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.

### 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 routine client questions and issues.
2. Responsible for establishing, developing, and designing design project analysis, programs, space planning, layouts, design, code compliance, and specifications for small projects.
3. Coordinates, monitors, and provides input for project schedules, budgets, and costs.
4. Creates and provides recommendations on the creation and preparation of proposals for the selection, quality, payment, procurement, installation, and maintenance of interior design elements.
5. Coordinates and supports selection 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 contracts 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 routine reports to appropriate personnel.
8. Assists in collecting data for use in the formulation of university design standards and supports 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>	0	Experience in interior design. Experience with project management planning and implementation.

#### 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.

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

#### Certification or Licensure Requirements

Valid Driver's License

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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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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.

Ability to see information in print and/or electronically. Ability to distinguish color.

Date: 10/31/2022

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