

## INTERIOR DESIGNER

### DEFINITION

Provides interior design services and coordinates the selection, placement, delivery, and set-up of furniture and equipment for educational programs, school sites, and offices.

### TYPICAL DUTIES

Confers with clients to evaluate their furniture, fixtures, and equipment needs and develop efficient solutions within budget, schedule, and standards.

Develops space plans and interior architectural layouts; and selects furnishings, equipment, and interior finishes for schools in accordance with District and industry standards

Participates in the development of District design specifications, including interior finish and electrical requirements; and provides detailed furniture and equipment cost estimates to design teams.

Reviews and evaluates construction documents and visits project sites to confirm that space plans, design concepts, and selected furniture and equipment are safe, functional, and aesthetically appropriate and meet all public health, safety, and welfare requirements including fire and life safety code, accessibility, environmental, and sustainability guidelines.

Plans and conducts meetings and site visits to evaluate and review project needs and status.

Advises school personnel and Facilities staff regarding the selection and procurement of furniture, equipment, and interior layouts and finishes.

Supervises assigned projects by coordinating and working with assigned staff tasked with logistics and procurement of furniture and equipment to ensure projects are completed on time and within budget.

Develops, schedules, coordinates, reviews, and receives furniture and equipment orders.

Provides furniture and equipment specifications and scope to create procurement contracts.

Consults with manufacturers and vendors regarding the production of custom products and provides ideas, improvements, and designs for products required by the District and to solicit best value products.

Prepares detailed reports and records for furniture and equipment provisioning.

Manages and updates lists of furniture, equipment, manufacturers, and vendors used by the District.

Creates interior drawings and visual aids for review and approval.

May make recommendations regarding procedures, guidelines, and product standards for furniture and equipment.

May act in place of a higher-level manager in case of absence.

May assist sites in replacement of furniture and equipment.

Performs other duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Interior Designer provides interior design services and solutions for new construction and modernization projects.

The Deputy Director of Project Support -School Occupancy organizes, directs, and coordinates the activities necessary for furnishing and equipping schools.

## SUPERVISION

General direction is received from the Deputy Director of Project Support -School Occupancy or a higher-level administrator. Supervision may be exercised over lower-level personnel such as Facilities Services Coordinators.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of facilities design
- Principles, practices and techniques for space planning
- Timeline and budget preparation
- Basic concepts and application of scheduling, procurement, and business data processing
- Microsoft Word, Excel, Outlook, and PowerPoint
- Building codes, ADA, CEQA, fire and life code as they relate to furniture and equipment
- Principles, practices, and techniques of project management

### Ability to:

- Plan and design interior spaces and specify furniture and equipment necessary to satisfy school educational and operational requirements
- Estimate furniture, equipment, and interior finish costs
- Read and interpret architectural and engineering plans, drawings, and specifications
- Operate major computer-aided software system such as AutoCAD and SketchUp
- Communicate effectively, both orally and in writing
- Conduct meetings and make presentations
- Work effectively with Facilities personnel and school administrators and staff
- Operate a computer and associated peripheral devices

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Graduation from a recognized college or university with a bachelor's degree preferably in interior design, architecture, or related field and three years of full-time experience conceptualizing, planning, selecting, and coordinating interior layouts, interior building finishes, furniture, and equipment.

OR

Completion of 40 semester units or equivalent related to interior design from a recognized college or university and five years of full-time experience conceptualizing, planning, selecting, and coordinating interior layouts, interior building finishes, furniture, and equipment.

Special:

A valid license from the National Council of Architectural Registration Boards (NCARB) or certificate from the National Council for Interior Design Qualification (NCIDQ) is preferable.

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

New Class

4-25-16

HV/HL