

## SENIOR INTERIOR DESIGNER

### DEFINITION

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

### TYPICAL DUTIES

- Leads all design phases for interior projects, establishes the vision for projects, leads the design team, and has extensive interaction with various stakeholders throughout the project life cycle.
- Initiates, schedules, and leads planning and coordination meetings with Furniture and Interiors Group (F+IG) and other Facilities staff, school site administrators, vendors, and other entities.
- Translates, plans, and executes the instructional vision of District executive staff, Administrators and teachers and other end users.
- Develops, maintains, and analyzes project database, space and end user requirements to determine the most efficient use of space according to design.
- Supervises the work of interior designers and other F+IG staff by reviewing design and technical drawings to ensure compliance with design solutions as well as schedule and budget qualifications; provides balance between aesthetic features and existing structures, site and environment.
- Reviews and finalizes space plans for projects with interior designers and lower-level staff; provides feedback on the work product and provides additional training as needed.
- Coordinates work schedules and project assignments of interior designers and other staff.
- Delegates assignments to subordinates and conducts performance appraisals.
- Recommends policies, procedures, guidelines and product standards.
- Conducts manufacturer, vendor and product reviews to establish the criteria for their participation in the furniture and interiors program.
- Provides expert advice on the selection and design of essential fixtures and finishes to use for projects; for equipment and furnishings to ensure maximum durability for longevity, aesthetic value, life expectancy, functional space arrangements, flow plan, etc.
- Presents briefings and issues updates regarding interior projects to Executive Facilities staff as required.
- Prepares detailed reports on F+IG planning, procurement and logistics for Furniture and Equipment project planning.
- Reviews and produces final cost estimates; manages overall design budget of interior projects and variances to the budget.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Interior Designer leads complex interior design services and solutions for facilities and school construction projects and supervises a team of interior designers.

The Furniture and Interior Design Director organizes, directs, and coordinates the activities of staff responsible for interior design services and furniture solutions.

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

## SUPERVISION

General direction is received from the Furniture and Interior Design Director or a higher-level administrator. Supervision is exercised over lower-level personnel such as Interior Designers.

## 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:

- Supervise effectively
- 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

Graduation from a recognized college or university with a bachelor's degree preferably in interior design, architecture, or related field.

### Experience:

Four 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.

Revised  
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CP