

FURNITURE AND INTERIOR DESIGN DIRECTOR

DEFINITION

Organizes, directs, plans, and coordinates the activities of a unit responsible for providing furniture solutions and interior design services.

TYPICAL DUTIES

Organizes, directs, supervises, coordinates, and reviews the work of a unit engaged in the functions of furniture solutions and interior designs services.

Reviews and approves design plans and works with vendors and manufacturers based on client needs, safety requirements, and District and industry standards.

Oversees the evaluation, execution, creation, modification, and investigation of strategic plans, procedures, operational goals, budget, schedule, contracts, procurement, project management and execution, and design concepts relative to furniture solutions and interior design services.

Consults and advises regarding furniture solutions and interior design services for various district facilities and school construction project.

Resolves budgetary and procurement issues to implement the acquisition of furnishings and equipment at the project sites.

Meets and resolves construction complications and issues amongst Facilities Services personnel, on-site school personnel, and other affected parties relative to furniture and interior design projects.

Represents the Branch, Division, or District with regard to furniture solutions and interior design project presentations to public agencies, legislative committees, and other agencies.

Assists in the development, monitoring, and maintenance of an expenditure control database system to ensure that interior, furniture, and equipment inventory for building projects remain within budget allocations.

Oversees the creation and maintenance of functioning physical and virtual library for a variety of furniture and finishes materials samples.

Delegates assignments to subordinates and evaluates the operational effectiveness of the unit.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Furniture and Interior Design 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 new construction and modernization projects.

SUPERVISION

General direction is received from the Deputy Director of Facilities Project Execution or higher-level administrator. General supervision is exercised over lower-level employees such as Interior Designers.

CLASS QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of interior design
Building codes, ADA, CEQA, fire and life code as they relate to furniture, equipment, and interior design
Administrative organization of the Los Angeles Unified School District
Planning, design, and development of educational specifications and educational programs for schools

California Department of Education Title V regulations
Principles of public relations
Training, employee evaluation, and employee relations
Basic concepts and application of scheduling, procurement, and business data processing
School organization, budgets, and academic requirements
AutoCAD or other recognized major computer-aided design software system

Ability to:

Plan, organize, and coordinate a variety of activities and programs
Create and evaluate most appropriate design solutions
Estimate furniture, equipment, and additions costs
Electronically track furniture and equipment inventory and expenditures
Establish and maintain rapport with a wide variety of individuals and groups
Make and review decisions objectively
Communicate effectively, both orally and in writing
Conduct meetings and make presentations
Supervise and evaluate staff
Operate major computer-aided software system such as AutoCAD and SketchUp

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, interior design, construction management, or a related field. An advanced degree in one of the aforementioned fields is preferable.

Experience:

Five years of professional-level experience in interior design with responsibility for activities such as conceptualizing, planning, procuring, and coordinating interior layouts, interior building finishes, furniture, and equipment and contract administration. Two years of the required experience must be in a lead or supervisory role.

Special:

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

05-06-21

MHO