



Position Title:	Interior Design Manager	
Reports To:	Director, Construction	
Department:	Facilities Management	Job Code: 0145-00E
Prepared By/Date:	Jennifer C. Brito/08-2007	Job Group: PEC
Approved By/Date:	Andres Baena/01-20-2012	Salary Grade: 15
Revised:	Donna French/01-20-2012	FLSA Status: Exempt

Summary:

Oversees and manages the Furniture, Fixtures, and Equipment (FF&E) of all College wide projects

Essential Duties and Responsibilities:

- Meets with clients at job site to discuss needs and make recommendations on a proposed project
- Investigates infrastructure (A/C, electrical, telecommunications, etc.) and requirements for a new job
- Establishes budget and reviews blueprints, plans and FF&E specifications to ensure compliance with building codes, regulations and College Standards
- Researches and selects products for interior finish
- Prepares documentation related to project and forwards to appropriate area for action
- Serves as liaison with manufacturers and vendors of products and between the client and various institutional service units; such as, the Facilities Management Department, Campus Network Services, and Campus Services
- Plans and/or coordinates occupancy issues, such as moving logistics, signage, telephones, and/or other related matters with departments
- Inspects installations of FF&E upon completion of projects to ensure compliance with College Standards
- Creates and manages furniture inventory
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of construction procedures
- Knowledge of building design, construction, and maintenance
- Knowledge of project management principles, practices, techniques, and tools
- Knowledge of Federal, State, and local building codes, ordinances, and regulations
- Knowledge of State procurement methods, procedures, and requirements
- Possess strong interpersonal and communication skills
- Skill in the use of personal computers and related software applications
- Possess strong analytical, critical thinking, and decision making skills
- Skill in organizing resources and establishing priorities
- Ability to understand and follow complex, detailed technical instructions
- Ability to communicate effectively, both orally and in writing
- Ability to make administrative/procedural decisions and judgments
- Ability to foster effective working relationships within a team environment
- Ability to work effectively in a multi-ethnic and multi-cultural environment with students, faculty, staff and within the community

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in Architecture, Interior Design or related field and six (6) years of related experience including remodeling/renovation projects
- Two (2) years of related experience or equivalent in systems furniture, furniture installation, scheduling ,delivery, space and inventory management, or surplus inventory control

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name