THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title: College Interior Designer
Title Code: 04815 Non-Competitive
FLSA Status: Position Specific
Date Issued: May 22, 1986

General Duties and Responsibilities

This class of positions, reporting to the Campus Facilities Officer, encompasses the performance of professional work in the field of college interior design, the coordination of such work, and the supervision of employees engaged in such work. There are three (3) assignment levels within this class of positions. The following are typical assignments within this class of positions; all employees perform other related duties. In the event that law or applicable building codes require the approval and signature of a licensed architect or licensed engineer, and construction drawings, contract documents, plans, specifications or other work products produced by employees in this title shall be reviewed by a licensed architect or licensed engineer and, if such work meets the required legal standards, be approved and signed.

General Work Tasks

Assignment Level I: Under immediate supervision, or in a college with minimum needs for such services due to a small volume of projects, prepares construction documents for campus rehabilitation and alteration projects. Such work includes:

- Preparing drawings, sketches, diagrams, and other illustrative materials.
- Assisting in the preparation of contracts documents including construction drawings and detailed specifications (Spectext format).
- Inspecting installations and/or alteration or rehabilitation projects to assure conformity to specifications.
- Preparing purchase requisitions for furniture, furnishings and equipment.

Assignment Level II: Under moderate supervision, or in a college with moderate needs for such services due to an average volume of projects, executes and inspects campus rehabilitation and alteration projects; assists in the planning of such projects; may coordinate and supervise the activities of subordinates. Such work includes:

- Conducting space planning surveys and preparing drawings for presentations.
- Preparing and executing space utilization and inventory studies.
- Assisting in the selection of various materials and finishes, furniture and furnishings, in order to create as aesthetically pleasing interior environment.
- Preparing contract documents including construction drawings and detailed specifications (Spectext format).
- Inspecting installations and/or alterations or rehabilitation projects for approval of payment vouchers.
- Reviewing, analyzing, and commenting construction documents prepared by consultants.
- Preparing purchase requisitions for furniture, furnishings, equipment, construction services performed by outside contractors, etc.
- Maintaining progress charts and status reports of various projects.

**Assignment Level III** - Under general supervision, or in a college with great need for such services due to a large volume of projects, plans, coordinates, inspects, and/or supervises the execution of campus rehabilitation and alteration projects. Such work includes:
- Conducting surveys, interviews, and other related advance research activities to prepare projects for implementation by subordinates; developing and maintaining work schedules.
- Supervising various phases of work by subordinates; and chronicling, dispatching, and reviewing progress of assignments including: preliminary research, surveys, drawing development, contract preparation, installation, field inspection, etc.
- Personally overseeing major project activities, or important portions thereof, that require a high level of technical knowledge and ability.
- Selecting various materials and finishes, furniture and furnishings, in order to create an aesthetically pleasing interior environment.
- Assuring the execution of various space planning and utilization studies and surveys, as well as the preparation of appropriate construction drawings and specifications.
- Representing the Campus Facilities Officer at various meetings or events on or off-campus, as necessary.

**Qualification Requirements**

**Assignment Level I** - A baccalaureate degree in interior design, architectural, industrial design, or fine arts from an accredited institution of higher education.

**Assignment Level II** - A baccalaureate degree in interior design, architectural, industrial design, or fine arts from an accredited institution of higher education and two (2) years of related experience, or possession of a valid certificate from the National Council for Interior Design Qualification (NCIDQ) and four (4) years of related experience, or membership in the American Society of Interior Designers (A.S.I.D) and four (4) years of related experience, or a comparable combination of training and experience.

**Assignment Level III** - A baccalaureate degree in interior design, architectural, industrial design, or fine arts from an accredited institution of higher education and two (2) years of related experience, or possession of a valid certificate from the National Council for Interior Design Qualification (NCIDQ) and six (6) years of related experience, or membership in the American Society of Interior Designers (A.S.I.D) and (6) years of related experience, or a comparable combination of training and experience.
NOTE:

Direct Lines of Promotion

FROM: None

TO: None