



## Job Description

**Job Title: Facilities Design Specialist**

**JTC: CCY**

**Salary Range: N05**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Provides assistance with the preparation of plans and specifications for new and/or renovated facilities. Manages the coordination of interior design elements into plans and specifications.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge and understanding of interior design concepts to be able to determine scope of the project or renovation including the client's needs, budget, costs, expectations and functionality of the project. Capable of providing assistance in planning, designing, construction, and project management support. Demonstrated intermediate knowledge of the concepts, practices and procedures within the interior design field and continuously builds on current job knowledge.

Ability to create positive working relationships with various networks within DCCCD as well as with external business partners or organizations associated with the project(s) to ensure client needs are met in a timely manner and on budget.

Extensive knowledge of material specifications and applications. Must understand and comply with district policies and procedures; state and federal rules and regulations when making informative decisions.

Develops techniques to organize workflow to ensure quality, precision and timeliness of the project. Keeps up-to-date on the professional and technical aspects of the job. Demonstrated ability to perform time management skills, ability to prioritize and handle multiple tasks simultaneously. Must have strong interpersonal and communication skills, both verbal and written and provide exceptional customer service when to interact with individuals from diverse backgrounds.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher with one to three years of related experience and valid Texas Interior Design registration. If in an intern position must have bachelor's degree or higher, attain Texas Interior Design Registration by passing the Texas State National Council for Interior Design Qualification (NCIDQ) examination within three years of employment and have three years of CADD experience in the design of new and renovation of projects. Must have a valid driver's license if traveling to off-site locations. Official transcripts and proof of certifications are required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides assistance to the Interior Designer in the following areas: prepares plans and specification for major construction and renovation projects and consult with client to determine needs and develop project specifications. Determines cost estimates for items such fixtures, furniture, etc., based on the type and quantities of materials and the methods of installation and assists in the selection of said items to ensure functionality of the space and aesthetics are met.

Evaluates potential architectural and engineering consultants and contractors needed to complete project(s). Responsible for the management of projects performed by outside contractors; examines work and progress to ensure conformance to design specifications. Must show strong attention to detail and have the ability to multi-task and prioritize assignments.

May act as formal liaison between organization and other departments across the district, building constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect. Provides assistance in the planning, implementation, and assessment of special projects and ensures projects are completed on time and within allocated budget.

Writes specifications for projects and coordinates deliveries and installations. Incorporates the goals and mission of the organization/district in all work assignments and procedures.

When working with others, demonstrates effective listening and interpretative skills to identify needs and requirements in order to develop successful solutions.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*