

FLORAL DESIGNER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
4762(1003)	Floral Designer	10	382	6 mo.	08/20/96
1012	Senior Floral Designer	10	382	6 mo.	07/03/96

Promotional Line: 332

Series Narrative

Employees in this series perform or are responsible for the consulting, planning, design, and preparation of floral pieces and decorations for banquets, luncheons, award ceremonies, open houses, and other university events. They also provide plant interiors cape design, maintenance, and consultation services for numerous university events. At the higher level, employees are responsible for budget preparation, purchasing, and inventory control.

DESCRIPTION OF LEVELS OF WORK

Level I: Floral Designer

4762(1003)

Employees at this level assist in the design and fashioning of floral pieces and decorations for banquets, luncheons, award ceremonies, open houses, and other events as assigned. They work under general supervision from a designated supervisor.

A Floral Designer typically--

1. assists in determining appropriate floral settings for the type of event planned
2. assists in the selection of flowers and foliages
3. wires, pins, glues, and wraps stems with floral tape to form bouquets, corsages, boutonnieres, sprays, wreaths, centerpieces, and other designs
4. may paint wreaths or sprays, using brush or spray gun
5. decorates facilities
6. may assist in development and monitoring of floral shop budget
7. supervises assigned personnel
8. performs other related duties as assigned

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Level II: Senior Floral Designer

1012

Employees at this level are responsible for the overall planning, design, and creation of floral pieces and arrangements. They also consult and/or design and maintain plant interiors spaces. They work under direction from a designated supervisor.

A Senior Floral Designer typically--

1. develops the floral operations budget, with responsibility for control of expenditures
2. is responsible for training, scheduling, assigning, and evaluating assigned employees; participates with higher level personnel in the hiring, disciplining, and discharge of employees
3. establishes work priorities and timeframes for floral projects; coordinates transportation of work to various sites
4. consults, designs, and creates floral settings for various planned events
5. is responsible for the maintenance of non-perishable inventory and supplies (such as containers, baskets, glassware, ribbons, tape, wire, and preservatives)
6. is responsible for the purchase and maintenance of perishable inventory items (such as cut flowers, greenery, seasonal plants, and various foliage plants)
7. designs and maintains plant interiors spaces for residence hall dining rooms and other related sites
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Floral Designer

4762(1003)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (a) credit for 30 semester hours of college course work that included 12 semester hours in fields related to floral design

or
- (b) 9 months of work experience related to floral design

or
- (c) any combination of the above computed on a proportional basis

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of floral design

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2. skill in the design of floral arrangements
3. good communication skills
4. ability to learn interior plantscaping and maintenance
5. supervisory ability

Level II: Senior Floral Designer

1012

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. (a) Bachelor's degree in a field related to floral design (such as horticulture or interior design)

or
- (b) three years of work experience related to floral design

or
- (c) any combination of experience and training as defined above that totals three years
2. one year of experience in floral design work that included assisting in budgetary and supervisory functions

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. advanced knowledge of floral design
2. basic knowledge of interior plantscaping and maintenance
3. basic knowledge of interior decorating
4. ability to prepare an operating budget

Floral Designer
Senior Floral Designer

(REVISED)
(NEW)