

INTERIOR DECORATOR 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>
1007(1003)	Interior Decorator I	01	010	6 mo.	08/19/92
1008(1003)	Interior Decorator II	01	010	6 mo.	08/19/92

Promotional Line: 131

Series Narrative

Employees in this series perform or are responsible for the planning, design, drafting, and preparation of specifications for interior decoration work done in buildings. They may also oversee work done by outside contractors.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Interior Decorator I 1007(1003)

Employees at this level plan, design, draft, and prepare specifications for the decoration of building interiors. They also provide general direction over the installation of interior decoration work by outside firms. They work under direction from a designated supervisor.

An Interior Decorator I typically –

1. prepares studies, presentation drawings, estimates, and specifications for the decoration of building interiors
2. prepares reports and recommendations on specific interior decoration problems
3. directs the work of outside firms employed for specific projects
4. confers with administrative and other interested personnel regarding projects
5. confers on, checks, and approves designs, drawings, and expenditures
6. prepares and maintains budgets
7. complies and maintains complete files on furnishings, samples, and other related items
8. maintains a general check of new and completed projects
9. confers with departments requiring aid in choosing furniture and/or equipment to be purchased from their own funds
10. prepares requisitions for purchase of furniture and furnishings from capital appropriations

11. performs other related duties as assigned

Level II: Interior Decorator II**1008(1003)**

Employees at this level are responsible for all planning, design, drafting, and specification preparation for the decoration of building interiors. They also exercise control over the installation of interior decoration work done by outside firms. They work under administrative direction from designated administrators.

An Interior Decorator II typically –

1. is responsible for the final preparation of drawings, estimates, and specification studies for the decoration of building interiors
2. provides overall direction in the preparation of reports and recommendations on specific interior decoration problems
3. directs the work of outside firms employed for specific projects
4. confers with administrative and other interested personnel regarding projects
5. in conference with various departments, makes final decisions in approving designs, drawings, and choosing of furniture and/or equipment as required by the design change
6. provides final direction for the purchase of furniture and furnishings from capital appropriations
7. provides means for the checking of new and completed projects and maintenance of complete files on furnishings, samples, and other related items
8. is responsible for preparing and maintaining budgetary allocations and expenditures
9. provides overall direction in the planning and implementation of policies, procedures, methods, and objectives of interior decoration work as required by various departments
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Interior Decorator I****1007(1003)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. (A) graduation from an accredited school of interior

or

- (B) Bachelor's degree in interior design, architectural design, or fine and applied arts

- 2. three years of professional experience in interior decoration work, including responsible participation in design, specification preparation, and supervision

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. good communications skills

Level II: Interior Decorator II

1008(1003)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

- 1. (A) graduation from an accredited school of interior design

or

(B) Bachelor’s degree in interior design, architectural design, or fine and applied arts
- 2. five years of professional experience in interior decoration work, including responsible participation in design, specification preparation, and supervision

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

- 1. good communications skills

Interior Decorator I.....	Revised
Interior Decorator II.....	Revised