

PHOTOGRAPHIC TECHNICIAN (P/T)

Department: Supervisor

Classification: Non-Competitive

Specification Number: 1070

Approved: 11/12/21

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma, and one (1) year of experience as a photographer and/or photographic laboratory technician; or,

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class performs skilled photographic work according to the requirements of professional media personnel and teachers. The incumbent produces a variety of still and motion pictures, slides, filmstrips, and digital images; and also controls inventory and issues loan materials. Does related work as required.

TYPICAL WORK ACTIVITIES

- Photographs, develops and enlarges prints of instructional materials;**
- Photographs and processes slides, filmstrips and motion pictures of instructional materials;**
- Photographs and processes digital images of instructional materials;**
- Photographs color presentations, following scripts, planning lighting and setting color balance;**
- Photographs various activities for public relations purposes;**
- Advises staff members on the proper use of photographic equipment;**
- Controls inventory of photographic supplies and equipment;**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the techniques and skills required in the use of equipment utilized in still and motion picture photography, both black and white and color; good knowledge of the techniques and skills required in the use of digital photography equipment; good knowledge of the methods used in developing, printing and enlarging film in black and white and color; good knowledge of the methods used in processing, printing and enlarging digital images; ability to maintain accurate records and prepare work reports; ability to interpret technical instructions both written and oral; ability to establish and maintain good working relations with staff members; physical condition commensurate with the demands of the position.