

PHOTOGRAPHER 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>	<u>Last Action</u>
3037	Photographer	02	662	6 mo.	01/15/10	Rev.
3038	Senior Photographer	02	662	6 mo.	01/15/10	Rev.

Promotional Line: 128

Series Narrative

Employees in this series take color still photographs or other types of photographs. They also perform or supervise related finishing work.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Photographer **3037**

Employees at this level take specialized news, events, feature, and commercial-type digital photographs, using a digital camera, and perform routine assignments in color photography. They work under general supervision from a designated supervisor.

A Photographer typically –

1. operates various kinds of professional digital and film cameras to take news, events and feature story photos
2. takes photographs of building interiors and exteriors, external views of equipment and machinery, ceremonies involving large groups of persons, sporting and other special events, and other similar subjects, as well as portraits
3. takes photographs that normally would not involve unusual lighting conditions or speed requirements
4. post-produces and edits photography into its final form using Photoshop to ensure quality control, and uploads to secure photo servers
5. processes digital prints; employs large-format printing
6. maintains digital photo inventory and archives; orders and maintains inventory of photographic apparatus and supplies
7. supervises photographic personnel of lower rank as assigned
8. performs other related duties as assigned

Level II: Senior Photographer **3038**

Employees at this level perform specialized photographic work in color and black-and-white that requires a high degree of photographic skill and knowledge of photography techniques and methods of adapting photography to technical problems; they also directly supervise and organize photographic work for photographic personnel. They work under general supervision from a designated supervisor.

A Senior Photographer typically –

1. takes digital photographs of a wide variety of subjects (such as architectural, commercial, and illustrative subjects, as well as portraits)
2. post-produces and edits photography using Photoshop into its final form to ensure quality control, and uploads to secure photo servers
3. interviews, selects, and trains new personnel; supervises the work of photographers, assigning and reviewing completed materials
4. establishes and/or devises procedures needed to produce quality photographic work
5. maintains digital photo inventory and archives; orders and maintains inventory of photographic apparatus and supplies
6. estimates materials and personnel needed for specific jobs; determines job priorities and plans works schedules
7. is responsible for the operating condition, repair, and replacement of photographic equipment
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Photographer

3037

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **four (4) years** from the following categories:
 - (a) work experience in professional photographic work
 - (b) college course work in photography, digital manipulation and processing or a closely related field, as measured by the following conversion table or its proportional equivalent:

60 semester hours equals one (1) year

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough technical and working knowledge of all types of photographic equipment, as well as a sense of composition and arrangement
2. knowledge of color processing procedures and techniques
3. knowledge and experience with Photoshop
4. file management and organizational skills

Level II: Senior Photographer**3038**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any combination totaling **five (5) years** from the following categories:
 - (a) progressively more responsible work experience in professional photographic work
 - (b) college course work in photography, digital manipulation and processing or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours equals one (1) year
 - 90 semester hours equals two (2) years

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough technical knowledge of photography and photographic processes
2. thorough knowledge of the operation of photographic equipment
3. knowledge and experience with Photoshop
4. file management and organizational skills
5. supervisory ability
6. ability to perform photographic assignments with a high degree of skill, creativity, and quality