

PHOTOGRAPHIC TECHNICIAN

Department: Supervisor
Classification: 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.

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.