

# **PHOTOGRAPHIC TECHNICIAN (P/T)**

**Department: Supervisor**

**Classification: Non-Competitive**

**Specification Number: 1070**

**Approved: 11/12/21**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

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.