

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Photo Specialist I

Class Code: 4201

Pay Grade: 407

GENERAL CLASS DESCRIPTION:

Under direct supervision, copies photographs, charts, graphs, circuits, maps, books and other flat material (and takes photographs in black and white or color to produce quality prints or slides). Provides functional supervision to other technicians as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Operates cameras to photograph flat copy material and does routine photographic assignments using techniques in composition and lighting to produce quality prints or slides.
2. Develops films and processes copy negatives to produce prints, slides, half tone negatives, film positives, PMT paper prints and PMT film transparency.
3. Copies continuous tone and line drawings with cameras ranging in size from 35 mm to 8" x 10".
4. Duplicates 35 mm transparencies and makes slides by enlargement or reduction.
5. Prepares negatives for special work by other areas of Photo Service.
6. Provides technical assistance to customers on preparation of copy material.
7. Maintains adequate supply of materials for the copy area.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively with others.
2. Ability to interpret and follow oral and written instructions.
3. Knowledge of equipment and techniques used in photographic development.
4. Skill in operating office equipment.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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5. Ability to mix chemicals safely according to instructions.
6. Knowledge of procedures for performing binding tasks.
7. Ability to keep basic receiving, shipping and inventory records.
8. Ability to work with computerized inventory control systems.
9. Ability to lead, train and motivate employees.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Two years experience in photography and photo laboratory work processing color and black and white film, or
2. Any combination of a post high school technical photographic training program and related experience which totals two years.

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REVISION EFFECTIVE: October 1, 2009