

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

Class Title: Photo Specialist II

Class Code: 4202

Pay Grade: 410

GENERAL CLASS DESCRIPTION:

Under general supervision, performs variety of photographic assignments, requiring advanced technical photographic skills and advises customers on appropriate photographic procedures and methods. Provides functional supervision to other technicians as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Generates creative ideas to help faculty, staff and students with solutions to photographic problems.
2. Develops and prints the more complex photographs using a wide variety of film types and processes.
3. Takes black and white and color photographs of a variety of general subjects using various cameras, including motion picture and lighting techniques.
4. Takes customer portraits.
5. Develops films and processes copy negatives to produce prints, slides, half tone negatives, film positives, PMT paper prints and PMT film transparency.
6. Copies continuous tone and line drawings with cameras ranging in size from 35 mm to 8" x 10".
7. Duplicates 35 mm transparencies and makes slides by enlargement or reduction.
8. Performs minor photographic and laboratory equipment repair.
9. Assists in timely completion of all photographic jobs accepted by the photo laboratory or other unit.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively with others.

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

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Three years photographic film processing training including one year as a Photo Specialist I or in a comparable position, or
2. Any combination of related photography and film processing experience and a post high school technical photographic training program that totals three years.

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REVISION EFFECTIVE:

October 1, 2009