

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

**Class Title:** Photo Specialist III

**Class Code:** 4203

**Pay Grade:** 113

**GENERAL CLASS DESCRIPTION:**

Under general supervision, performs a wide variety of photographic work involving complex technical photographs, specialized photography and/or processing, and related work requiring very high quality photography results. Supervises operational activities of unit including administrative and functional supervision over employees in lower classes.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Assigns, coordinates, and/or carries out all photographic jobs.
2. Consults with faculty, staff, and students to determine most effective utilization of techniques, procedures, and services, generating creative ideas as necessary to insure effectiveness of completed project.
3. Uses thorough knowledge of all photographic procedures, lighting techniques, and exposure parameters to produce a variety of high quality photographic compositions required by various jobs.
4. Investigates, evaluates, and recommends new or improved photographic equipment, supplies, techniques, or services by keeping abreast of literature in the field, attending necessary workshops, and consulting with various commercial vendors on same.
5. Performs any necessary film processing functions for developing film, making and retouching prints, slides and transparencies, cutting, splicing, and editing motion pictures.
6. Performs photography functions in specialized assignments where only one opportunity to photograph subject matter is presented and/or performs processing and handling functions with irreplaceable films, prints, and so forth.
7. Interviews, recommends hiring, evaluates performance, recommends salary adjustments, and functionally supervises other employees.

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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8. Maintains fiscal status of unit; prepares and/or participates in annual budget requests, including determination of applicable service fees.

**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.
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 organize and prioritize multiple tasks.
11. Ability to exercise functional and administrative supervision over employees.
12. Ability to make decisions requiring interpretation and judgment.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Five years experience in photography and film processing, or
2. Any combination of equivalent photography and film processing experience and post high school technical photography training that totals five years with at least two years of experience.