

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

Class Title: Photo Technician III

Class Code: 4213

Pay Grade: 406

GENERAL CLASS DESCRIPTION:

Under general supervision, performs work involving the printing, copying and processing of black and white color film. Provides functional supervision to other photo technicians as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Processes black and white roll and sheet film.
2. Splices, opaques and masks negatives.
3. Does quality black and white and color printing with several types of enlargers and a variety of photographic papers.
4. Dries, sorts and trims negatives, prints and color slides.
5. Duplicates 35-mm color transparencies and makes black and white slides by enlargement or reduction.
6. Produces color transparencies on diazo printer/processor.
7. Binds slides in cardboard or glass.
8. Copies continuous tone and line drawings with cameras ranging in size from 35-mm to large format size.
9. Assigns, directs and coordinates the activities of other photo technicians in the processing of film.
10. Maintains supply inventory for the production laboratory.

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 lead, train and motivate employees.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. 18 months of photographic processing experience including at least one year as a Photo Technician II or in a comparable position, or
2. Any combination of technical training and equivalent experience which totals 18 months.

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REVISION EFFECTIVE: October 1, 2009