



University System of Maryland Job Class Specification

TITLE: PHOTOGRAPHER II
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: D-274021

JOB CODE: N08PH2
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: ART VIS

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under general supervision, performs moderately complex technical work in the field of photography using computer and standard photographic techniques to produce images of data, diagrams and real subjects and objects.

PRIMARY DUTIES

1. Takes photographs of people, events, and objects using a variety of photographic equipment and formats.
2. Designs, produces, and photographs computer generated images for presentation using appropriate hardware and software.
3. Mixes processing solutions; processes negatives, slides and prints for use in exhibits, instruction, publications and public relations activities.
4. Prepares work orders; provides advice and expertise on appropriate methods and equipment to be used.
5. Operates and ensures operational safety and readiness of computer hardware, photographic equipment and chemicals; cleans and makes minor repairs according to established maintenance schedule.
6. Classifies, sorts, and files prints, negatives and other photographic materials. Monitors photographic supply inventory levels.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

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EDUCATION: High School Diploma or GED.

EXPERIENCE: Three years in photography which included taking and developing pictures and the use of computer graphic equipment.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of photographic methods and techniques; of photographic chemistry, equipment and materials. Skill in the use and operation of computer graphic equipment, standard photographic and processing chemicals and equipment; in developing negatives, printing pictures, and processing photographic material; in the use of personal computers. Ability to communicate effectively; and to follow oral and written instructions; to maneuver around objects and people to take photographs; to transport photographic equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Valid Maryland non-commercial Class C or equivalent driver's license may be required.