

PHOTOGRAPHER, 1793
SENIOR PHOTOGRAPHER, 1795

Summary of Duties: Takes black and white and color still photographs and video tapes; develops and processes films; prints, enlarges, reduces, and copies photographs; or supervises such work and performs the more difficult photographic and videotape duties; or assigns, reviews and evaluates the work of subordinates; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: A **Photographer** performs a wide range of skilled photographic work requiring technical proficiency in the general fields of commercial, identification, portrait, aerial, news still and videography. Specialized techniques such as photolithography, photomicrography, spectrography, and comparative photography are also employed. The work requires the employment of standard and specialized black and white and color processing techniques, and may require operating commercial-type video tape recorders and electronic editing equipment, video cameras, and sound recording equipment.

A **Senior Photographer** may be a working supervisor who directs the work of several Photographers while personally performing the more difficult work, or an employee of this class may supervise full time. Further, this employee may be supervised by watch commanders or by public relations personnel whose supervision is generally non-technical and concerned mainly with the evaluation of finished work, rather than methods used. The supervision exercised by a Senior Photographer involves both the technical methods used and evaluation of results.

Incumbents in the class of Senior Photographer as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Some assignments involve hazardous conditions or exposure to communicable diseases. Both classes may be subject to 24-hour call and may be required to work regular shifts at unusual hours.

Examples of Duties:

Photographer:

Sets up and adjusts cameras and accessories and takes black and white or colored photographs, using video press, commercial view, miniature, portrait, and other still

photographic equipment.

Takes video pictures and still photographs for purposes of public relations, public education, television showings, recording progress of construction activities, training employees, legal evidence, crime and accident prevention, and criminal apprehension;

Mixes developers, fixers, and other chemical solutions according to manufacturers' specifications for use in processing photographic films and papers.

Processes black/white and color cut and role film to produce transparencies and negatives;

Makes contact and projection prints.

Dry mounts photographic prints and transparencies for exhibit or display using mount board, mounting tissue, tacking iron and mounting press or laminating equipment.

Produces lantern slides, television slides, and color transparencies.

Composes pictures in studio or on location by arranging subjects, background, lighting and other accessories to achieve proper balance, perspective, and emphasis of subject being recorded on still film or video tape.

Operates editing equipment to electronically edit and copy videotapes.

Makes copies of written and printed material on photocopy machines.

Copies, reduces, and enlarges photographs, maps, drawings, fingerprints, checks, and documents on copying cameras or enlargers.

Makes photomicrographs of tool marks, blood stains, bullets, hair, and other physical evidence using still and video tape cameras for use in court as evidence, or as informational or training aids.

Makes repairs to photographic equipment with small hand tools.

Tests new equipment, materials, processes, and chemicals under working laboratory and field conditions.

Develops new equipment or processes for obtaining desired results.

Engages in specialized camera development, development of new techniques of evidential photography, and color film and print processing.

May utilize specialized equipment such as an aristophot, ultra-violet lamps, and various color processing and printing equipment.

Plans photographic layouts and details for reports and publicity material.

May plan, set up, and direct video tapes depicting department activities and procedures or crime reenactments.

Appears in court to testify as to the subject matter and processes used in making photographs.

Makes oral and written reports of work done and results obtained.

Keeps records of work and maintains files of prints, negatives, slides, color transparencies, videotapes, and other items.
Orders supplies and equipment necessary to maintain proper stock.
Trains non-photographic personnel to operate cameras and video equipment.
May dispatch Photographers to crime scene locations to photograph evidence.
May act as lead person when two or more Photographers are working on a project.
Performs aerial photography of buildings and building projects.

Senior Photographer:

In addition to the above, supervises, assigns, and participates in the work of Photographers engaged in producing video tapes and black and white or colored photographs.
Receives assignments, designates Photographers to carry them out, schedules the work, and reviews and evaluates the methods and finished product.
Sets up and directs the filing and storage of still and motion picture prints and negatives.
Determines the need and prepares requisitions for, and controls distribution and use of photographic supplies and equipment.
May supervise and operate computer-based video tape editing equipment, and photographic processing equipment.
Coordinates and directs all phases of video program production.
Plans and directs post-production video tape editing, including development of narration, sound effects, and graphics.
Secures Departmental and other resources required for program production.
Coordinates distribution of completed videotapes within the Department.
Communicates equal employment/affirmative action information to employees.
Applies job related criteria in selecting, orienting, training, counseling, evaluating, and disciplining subordinates.
Assists employees in preparing for promotion as described in the City Affirmative Action Program.
Responsible for maintaining production levels and establishing quality control parameters.
Maintain knowledge level of current technologies with regard to cameras, processing equipment, electronic imaging, and office automation.
Ensures compliance with local, state and federal

environmental regulations by keeping current with all changes in the regulations as they pertain to photography. Ensures that all health and safety rules are followed. Researches budget justification and prepares maintenance contracts through the budget process. Oversees inventory control systems and tracks purchases. Evaluates future photographic needs and directions and makes recommendations to the Principal Photographer.

Both Classes: May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

Knowledges of:	Photographer	Senior Photographer
Press, view, miniature, portrait, video, microscopic, copying, and other professional cameras.	Good	Good
Camera care including lens cleaning and equipment maintenance.	Good	Good
Techniques employed in obtaining clear and accurate still and video, together with skill in their use.	Good	Good
Film care including proper handling of film and storage of chemicals.	Good	Good
Film developing techniques including dry mounting, lighting.	Good	Good
Photographic techniques including aerial photography.	Working	Good
Types of developers and chemical solutions most effective on various types of film and paper.	Good	Good
Color printing and processing equipment.	Working	Good
Laws pertaining to the use of photographs as evidence.	General	Good
Types of photo finishing and film processing equipment.	General	Good
Film types including black/white, color, polaroid, lithographic and infra-red.	Good	Good
Safe procedures for handling and storage of photographic chemical such as use of goggles, rubber gloves and maintaining chemicals away from extreme heat or cold.	Good	Good
Supervisory principles and practices.		Good
Motion picture sound reproduction.	General	Working
Operation and capabilities of video tape recorders, electronic video tape editing equipment, video cameras, and commercial type recording equipment.	General	Working
Laws and regulations related to equal employment opportunity and affirmative action.		Working
City personnel rules, policies, and procedures.		General
Memoranda of understanding as they apply to subordinate personnel.		General
Budgeting, purchasing and inventory procedures as related to supply and material maintenance,		

cost and specialized film processing. General Good

Ability to:

Develop negatives and make contact and projection prints.	X	X
Make minor repairs to cameras and appurtenant equipment.	X	X
Cut, edit, and assemble video tape.	X	X
Plan, direct, and produce still and video pictures with instructional, public relations, sales, and evidential value.	X	X
Operate electronic video tape editing equipment, video tape recorders, video cameras, and sound recording equipment.	X	X
Explain verbally or in writing the subject matter in photographs and the processes used in their production.	X	X
Deal tactfully and effectively with other employees, City officials, other agencies, property owners, and the public.	X	X
Apply scientific principals of chemical reaction to light, optical refraction of light, use of light above and below the visible spectrum, and related scientific principles.	X	X
Communicate orally in order to obtain information, explain procedures, policies, methods of performing tasks or to persuade others.	X	X
Write at a level sufficient to complete work progress reports, statistical reports and inventory control records.	X	X
Use basic hand tools such as screw driver, knife or pliers in order to make minor emergency repairs while in the field.	X	X
Read and interpret street and aerial maps in order to efficiently and effectively get to the site of an incident.	X	X
Organize and supervise the work of a group of employees.		X

Minimum Requirements:

Photographer: Three years of full-time paid experience in black and white and color still and motion picture or video camera photography is required for Photographer.

Senior Photographer: Five years of full-time paid experience in taking, developing, and processing black and white and color still photographs and motion picture or video camera photography, two years of which must have been as a photographer or in a class which is at least at that level, is required for Senior Photographer.

License: Both classes: A valid California driver's license may be required.

Physical Requirements:

Both Classes: Strength to perform average lifting up to 25 pounds and occasionally over 50 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and

the specific qualifications for the job.

Fair Labor Standards Act Status:

None of the positions in this class qualify for an exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.