

Summary of Duties : Directs the activities of a large photographic unit; makes work assignments and provides technical supervision to subordinates; reviews work in process and the final results; studies and makes recommendations regarding new techniques, equipment and procedures in the field of photography; establishes training programs, prepares, reviews and administers the unit budget; and does related work.

Distinguishing Features : A Principal Photographer reports to a division head and supervises through subordinate supervisors the work of a large photographic unit engaged in taking black and white and color still and motion pictures; developing and processing film; and printing, enlarging, reducing and copying photograph. A Principal Photographer exercises technical, administrative and managerial supervision over a large photographic unit.

Example of Duties : Supervises, coordinates and reviews the work of a group of Photographers and Senior Photographers engaged in the taking of black and white or color photographs, motion and still pictures using various methods and clerical personnel providing support;

Analyzes work programs and cost estimates in connection with the department budget, assembles and prepares a preliminary section budget from requests and data supplied by unit supervisors; makes recommendations for improving department methods, procedures, and policies; initiates, organizes, coordinates, reviews, and evaluates surveys and studies; makes recommendations for the solution of problems pertaining to personnel, equipment, supplies, and physical facilities; prepares narrative and statistical reports and correspondence.

An employee in this class recommends and directs the installation of new and improved procedures, operating practices and reporting systems, including computer based systems; supervises the preparation of organization and work flow charts; compares department practices with practices of similar organizations in private industry and other government jurisdictions; collaborates in reviewing, revising, and establishing policies and procedures relating to photographic methods and controls; explains and interrupts department policies and practices in answer to written or oral inquiries; keeps management informed of significant and current developments in the field of photography; and performs liaison duties with other governmental agencies.

Developing various types of film; making prints, slides and transparencies; producing motion picture film, copying, reducing and enlarging photographs, maps, drawings, fingerprints, checks, and documents on copying cameras or enlargers; and making photomicrographs of tools marks, blood stains, bullets, hair, and other physical evidence;

Repairing photographic equipment, testing new equipment, chemical and color processes and new techniques of evidential photography.

Planning photographic lay outs and direct sound motion pictures and testifying in court as to the subject matter and processes used in making photographs.

Qualifications: A good knowledge of press, view, miniature, portrait, motion picture, microscopic, copying and other professional cameras; a good knowledge of the techniques used in obtaining clear and accurate stills and motion pictures, types of developer and chemical solution, color print and processing equipment; laws pertaining to the use of photographs as evidence, types of photo finishing and film processing, safety principles and practices; supervisory principles and practices; a working knowledge of City personnel rules, policies and procedures; a working knowledge of Memoranda of Understanding as they apply to subordinate personnel; a working knowledge of laws and regulations related to equal employment opportunities and affirmative action. The ability to explain verbally or in writing the subject matter in photographs and the processes used in their production; the ability to deal tactfully and effectively with employees and the public; the ability to apply scientific principals of chemical reaction to light, optical refraction of light, used of light above and below the visible spectrum, and related scientific principles; the ability to organize and supervise the work of a group of employees;

Two years of full-time paid experience as a Senior Photographer.

Five years of full-time paid experience taking black and white and color still and motion pictures, two years of which must have been spent supervising the work a large photo laboratory engaged in developing and processing black and white and color still photographs.

License: A valid California driver's licence is required.

Physical Requirements: Strength to perform average lifting up to 25 pounds and occasionally over 70 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 booth hands involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodation to the person's limitations.

As provided in Civil Service Commission Rule 2.5

and Section 4.55 of the Administration 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.