

MORGAN STATE UNIVERSITY JOB SPECIFICATON



PHOTOGRAPHER SENIOR

Class Code: FLSA Code: N/E (Non-Exempt)
Pay Range: 09

JOB SUMMARY

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

PRIMARY DUTIES

1. Performs assignments requiring special skills such as portraits, product or medical photography, photomicrography, or photomacrography. Utilizes special lenses, filters, lighting techniques, and equipment to assure quality photography.
2. Meets with clients, analyzes needs and recommends photographic requirements.
3. Prepares a variety of photographic materials such as charts, graphs, prints, and transparencies for publications and instruction using standard and computer graphic equipment.
4. Develops and processes negatives, slides, and prints, utilizing standard and specialized developing techniques.
5. Establishes maintenance schedule to ensure the operational readiness and safety of photographic equipment; cleans equipment and performs routine repairs and maintenance.
6. Prepares a variety of reports. Classifies, sorts, and files prints, negatives, and other photographic materials.
7. Selects, orders, maintains inventory records of photographic materials; recommends purchases of equipment.

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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

EDUCATION: High School Diploma or GED.

EXPERIENCE: Five years in photography to include at least two years in a specialty area such as portraits, medical photography, photomicrography, or photomicrography.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of photographic methods and techniques, photographic chemistry, equipment and materials; of the applications of photographic processes and products as applied to the applicable specialty area, to multimedia, publications and public relations activities. Skill in developing and processing negatives, slides, and prints; in operating photographic, processing, and computer graphics equipment; in the use of personal computers. Ability to communicate effectively both orally and in writing; 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.