

PHOTOGRAPHIC LABORATORY LEAD

KIND OF WORK

Lead photographic and photo-reproduction work.

NATURE AND PURPOSE

An employee in this class is responsible for the operations of a photographic laboratory. The work includes all steps in taking and finishing photographs and in the reproduction by photographic processes of plans, maps, charts and other materials. This is skilled technical photographic work which requires the application or adaptation of special photographic methods or techniques to varied and complex assignments.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs the reproduction of plans, maps, charts and other materials by means of digital cameras, copy cameras, process camera, vacuum seal printer, photostat and photocopy machines, micro-filming cameras, computers and software related to photographs and other graphics, and other equipment and materials.

Directs the preparation of copies, movie film, slides and transparencies and media presentation graphics.

Directs and takes part in the preparation of reproductions, enlargements and reductions to scale of mosaics, murals, maps and plans.

Takes black and white or color pictures, still and moving, for exhibits, legal actions, records and other purposes.

Takes aerial photographs and may use photogrammetric techniques when requested.

Directs and participates in the service and maintenance of office reproduction or duplication machines.

Prepares special developing formulas when necessary.

Tests new materials and supplies, may advise on purchases and repairs, and maintains equipment.

Develops and maintains filing systems for negatives and photographs.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the principles and techniques of modern photography and photo-reproduction.

Thorough knowledge and skill in the use of photographic and photo-reproduction media, equipment and materials.

Considerable knowledge of motion picture equipment, methods and practices.

Ability to:

Assign, supervise and review the work of other employees.

Determine the appropriate techniques of photo-reproduction for various types of assignments.

Est.: 5/50

Rev.: 9/59

Ckd.: 11/92, 8/99

T.C.: 8/99

Former Title(s): Photographic Laboratory
Supervisor