

PHOTOGRAPHIC SERVICES SUPERVISOR

KIND OF WORK

Administrative photographic and photo-reproduction work.

NATURE AND PURPOSE

An employee in this class is responsible for the administration and general supervision of the Photographic Services Station. Work includes the evaluation and analysis of photographic techniques, equipment and materials and their adaptation to the needs of the department.

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

Advises and consults with users of services concerning problems of photography, photo processing and reproduction, and recommends the most economical and efficient techniques and materials.

Studies, compares costs, and recommends purchase of new equipment and materials or installation of new photographic processing procedures.

Supervises and reviews work of photographic, blueprinting and office units.

Determines work flow and filing procedures, costs, charges and inventory and stock control methods.

Estimates stock and supplies for annual purchase and approves all requisitions.

Trains employees to operate new equipment and to develop photographic processing skills.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the principles, techniques and processes of modern photography and photo-reproduction.

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

Thorough knowledge of motion picture equipment, methods and practices.

Ability to:

Evaluate new equipment and processes and to recommend purchase or use.

Explain and recommend photographic techniques and reproduction processes.

Est.: 7/79

Rev.:

Ckd.: 11/92

T.C.:

Former Title(s):