

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PHOTOGRAPHER

POSITION CODE: 32080
Effective: 12-1-2012

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs skilled photographic work such as taking and processing digital images and color printing; plans photo assignments; arranges for subjects, discusses project or theme with graphics or design staff, working actively and creatively to produce photographic images which fulfill the general objectives of each assignment; uses digital cameras; uses specialized software and computers; positions allocated to this class apply artistic ability and technical skill, by planning the composition, lighting and color or tonal values of a subject, using photo editing techniques and processes to produce custom work tailored to meet individualized assignments; maintains an inventory of camera and photographic supplies, and equipment, makes minor repairs, maintains cross referenced digital image and print files; prepares work reports; implements special assignments such as electronic slide presentations and photographic exhibit materials.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Meets with agency representatives, graphics or design staff to plan photographic assignments; locates subjects, directs poses, adjusts lighting and camera for proper exposure and composition; travels to remote photo assignments as needed.
2. Exercises artistic and technical control over the photographic image through the selection of format, lenses, filtration, arrangement of light and shadow, shutter speed, depth of field and so forth. As part of a state-wide program, tracks imaging equipment using various database tools and software.
3. Uses high resolution digital cameras and computers to produce photographic images.
4. Produces color managed digital images from film and digital sources suitable for pre-press and exhibition purposes.
5. Edits, manipulates, saves and copies photographic images using various photo editing software (e.g., PhotoShop); updates editing software. Produces Agency ID images and credentials for employees as part of a state-wide program; uses specialized ID creation software to create the ID card and track employee ID information; maintains a confidential database and creates ID credentials for non-agency officers in undercover operations; reviews and improves image work flow from creation to completion of assignment.

PHOTOGRAPHER (continued)

6. Prepares color slides and titles for slide presentations and develops posters and large prints for exhibits. Captures, stores, retrieves, prints images and maintains a Digital Asset Management storage system using conventional and automated software solutions.
7. Reviews new products and recommends equipment purchases; reviews and improves photo editing procedures and photographic techniques. Maintains imaging supplies and equipment using database and manual methods. May do ordering of supplies.
8. Processes photographic images and prepares prints of crime scene information for use in court cases. Acts as a trouble-shooter and help desk for imaging and equipment questions from agency personnel.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of college, including coursework in photography, or equivalent training and technical work experience with photographic editing software.

Requires one year of photographic and image processing work experience as a journey level Photographer.

Knowledges, Skills and Abilities Required

Requires working knowledge of professional photographic techniques and practices, operation of digital cameras and digital card readers, and photographic printers.

Requires working knowledge of professional photographic processing software, use of specialized software and digital image processing computer workstations to produce color managed, digital images from film and digital sources.

Requires ability to establish effective working relationships.

Requires visual acuity sufficient to set up and operate optical equipment and inspect completed work products.

Requires ability to plan, control and implement photographic assignments, including electronic slide presentations and exhibits which utilize photographic processes.