



Code: 0925
Family: Public Relations and Creative Arts
Service: Administrative
Group: Clerical, Accounting, and General Office
Series: Audio-Visual

CLASS TITLE: PHOTOGRAPHER

CHARACTERISTICS OF THE CLASS

Under general supervision, functions as a professional photographer working in the Office of the Mayor photographing the Mayor, city officials and other subjects, processes digital images, and performs related duties as required

ESSENTIAL DUTIES

- Operates various camera equipment to photograph people, events, and activities
- Travels to sites and sets up camera equipment to photograph subjects in desired City settings, events, and other public activities
- Takes studio style portrait photographs of the Mayor and elected officials for use in publications and displays
- Performs manual editing functions (e.g., cropping, enlarging) to achieve a particular effect
- Uses computer editing software to process prints digitally, editing images to manipulate and enhance the scanned or digital image to create desired effect
- Catalogs photographs into department's archival databases
- Processes digital images for client use and stock collection in preparation for printed proofs, CDs/DVDs, PDFs, and small and large format prints using latest digital manipulation software and techniques
- Works in a digital dark room photo to print photographs, using Photoshop software to organize, format and edit selected photographic proofs for printing, when required
- Uses the digital enhancement options for image quality to ensure color, shade and lighting of photos are adequate before printing, when required
- Selects appropriate paper, finish and size for photos and prints photos in appropriate quantities to fill the orders, when required
- Maintains the high resolutions digital filing system, when required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five years work experience as a professional photographer

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Reprographics/photocopier high volume production environment

- Exposure to loud noise
- Exposure to cramped noisy, dirty, or unpleasant surroundings

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)
- Cameras and related photography equipment (e.g., projectors, printers, film processors)
- Digital editing equipment (e.g., playback video decks, audio consoles, video scanners)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerate knowledge of:

- *applicable computer software packages
- *graphic design and commercial art principles, practices, and techniques
- *digital editing equipment
- *lighting equipment
- *photographic equipment and materials

Moderate knowledge of:

- geographical locations in the City
- City neighborhoods, community organizations, and leaders

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Photographic Technician class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- *EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

Other skills as required for successful performance in the Photographic Technician class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

Other abilities as required for successful performance in the Photographic Technician class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Photographic Technician class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: July 2011