

Code: 0919  
Administrative Service  
Clerical, Accounting and General Office Group  
Audio-Visual Series

**CLASS TITLE: Supervising Photographic Technician**

**CHARACTERISTICS OF THE CLASS:** Under direction, the class coordinates and supervises the activities of a staff of Photographers in a City department; and performs related duties as required.

**EXAMPLES OF DUTIES:** Plans, assigns, and reviews the activities of a departmental photography section to ensure that high quality and timely services are provided to intra-department units and other City departments; receives photography, film processing, print making and enlarging requests and makes assignments to staff; monitors the development of film and photographs by staff to ensure quality standards are maintained; determines photographic supplies and equipment needs and places orders for the section; monitors work assignments, reviews finished photography work and evaluates performance of staff; maintains records of photography jobs for the purpose of billing client departments; produces film and video slide presentations; provides guidance to staff in the use of cameras and related equipment; oversees the maintenance of the unit's photographic files; maintains unit productivity records and prepares related work reports.

**RELATED DUTIES:** Using advanced and creative photographic techniques, photographs people, events and activities; takes studio style portraits of employee and city officials for publication and display.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Four years of progressively responsible experience as a professional photographer or photographic laboratory technician, or an equivalent combination of training and experience.

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

Knowledge, Abilities and Skill. Considerable knowledge of advanced photographic principles and techniques. Considerable knowledge of photographic equipment and materials. Some knowledge of supervisory methods and practices.

Ability to plan, assign and review the work of staff. Ability to establish quality standards for photographic work. Ability to maintain records and prepare work reports. Ability to operate a variety of cameras, lenses and darkroom equipment.

Code: 0919  
Administrative Service  
Clerical, Accounting and General Office Group  
Audio-Visual Education Series

**CLASS TITLE: Supervising Photographic Technician (Cont'd)**

Considerable skill in the application of photographic principles and

practices. Good oral and written communication skills. Supervisory skills.

Physical Requirements. Ability to occasionally lift and carry photographic equipment weighing up to thirty-five pounds.

Working Conditions. Will vary depending on specific work location or assignment. Inside: General office environment or exposure to fumes, dust or noise. Outside: Exposure to inclement weather and extreme temperatures.

Equipment. Standard office equipment. Photographic equipment including cameras, projectors, color printers, black and white and color film processors and related equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

May, 2005  
City of Chicago  
Department of Personnel