

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Photographer/Digital Imaging Specialist*

**I. JOB INFORMATION**

**Job Title:** Photographer/Digital Imaging Specialist (CS 05)

**Job Class:** 31331                      **FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction and in accordance with broad operating procedures, creates and prepares digital media files for photographic printing, pre-press, and web-sites. Makes professional quality photographs from digital files.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Scans, retouches, prints digital photography files. Takes photographs with film and digital cameras. Organizes and catalogs digital files.
- Develops and refines procedures for collecting, organizing, archiving and retrieving digital image files. Writes files to CD-ROM.
- Takes photographs in the studio and on location. Assesses client's needs, determines best approach, schedules times and locations.
- Manages supplies for digital photo printer and records billing information.
- Advises others on technical issues in digital imaging, photography, production software, and troubleshoots software problems.

*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

Two years of post-secondary education and two years of (FT) related work experience OR, a high school diploma or GED and four years of (FT) related work experience. A bachelor's degree in a related field may be substituted for the required work experience. Knowledge of photographic and digital, cameras, scanners, computer graphics software, and digital photo printers. Professional experience in photography, including audio and location photography, portraits, candid and copy work. Excellent interpersonal, verbal and written communication skills. Ability to calculate basic math. Excellent customer service skills. Ability to prioritize and organize job tasks and responsibilities.

**V. WORKING CONDITIONS**

Conditions may require walking, stooping, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

None

**VIII. JOB SERIES**

31330

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*