

Wright State University
CLASSIFIED JOB SPECIFICATION
Sr. Photo/Digital Imaging Specialist

I. JOB INFORMATION

Job Title: Sr. Photo/Digital Imaging Specialist (CS 06)

Job Class: 31333 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under administrative 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, organizes, catalogs and prints digital photography files Takes photographs with film and digital cameras.
- Collects, organizes, archives and retrieves digital image files. Writes files to CD-ROM. Develops and refines procedures for collecting, organizing, archiving and retrieving digital image files.
- Assesses client's needs, determines best approach, schedules meeting times and locations.
- Manages supplies for digital photo printer, records billing information, manipulates files and software on the computer. Writes discs utilizing the computer and software.
- 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

A high school diploma or GED and six years of (FT) related work experience OR, two years of post-secondary education and three years of (FT) related work experience OR, a bachelor's degree and two years of (FT) related work experience. Advanced knowledge of photographic and digital, cameras, scanners, computer graphics software, and digital photo printers. Diverse 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.