



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PHOTOGRAPHER I

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 35 Job #: XA45
--	--	---

JOB SUMMARY

This is the intermediate level position performing Photographer I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level apply basic photographic skills while developing specialized skills in procedures, operations, techniques, tools, materials and equipment. Established procedures and specific guidelines for doing the work are followed. The employee uses initiative in carrying out routine assignments independently without specific instruction. The work consists of duties that involve capture, image editing, production and file distribution for smaller and simpler photographic assignments or projects. The work involves the execution of segments of an assignment or project of broader scope assigned by and in support of journey and advanced level staff.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Executes photographic coverage assignments as assigned by lead staff.
2. Selects, assembles, maintains, and utilizes appropriate professional cameras, lighting equipment, special lenses, reflectors, filters, and other photographic equipment according to subject material, anticipated conditions, and equipment limitations.
3. Provides photographic coverage at District related functions, capital project activities and media events for use in training, public relations, public information and high end publications; Assist with the capture of field, studio and aerial photography; and collects identification data.
4. Assist with computer photo editing, enhancing, and image processing.
5. Updates photo library, including indexing, cataloging, metadata creation, uploading and data entry; conducts image library research, location and delivery to fulfill customer requests.

6. Maintains operational condition of photographic and related equipment.
7. Performs other related Photographer job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and two years of relevant experience; or an equivalent combination of education and experience.

Required Knowledge of: Basic principles and techniques of photography and studio/location lighting; principles and techniques of image processing and file format conversion with computer photo editing software; and current office technology and equipment.

Required Skills and Abilities to: Communicate effectively in both verbal and written form; work as part of a creative team; convert photographic images to various file formats on a variety of media storage; develop and maintain effective, collaborative working relationships with all levels of employees and external contacts; operate and maintain professional photographic and related equipment; effectively apply lighting principles in varying conditions to produce high quality photo imagery; follow instructions; prioritize; multitask; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as photography equipment and backpacks of supplies. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, boots, goggles, gloves, or shields. Travel is frequent, including local and remote sites. Shoot assignments may include use of water craft, helicopters, or other aircraft. Environmental conditions will range from the normal to extremes of temperature and terrain, including office, studio, field, worksite, and diverse location assignments.

Vision Requirements: Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Color vision (ability to identify and distinguish colors), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).