



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

CHIEF PHOTOGRAPHER

Group-Section: Business Technology Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 48 Job #: XA47
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JOB SUMMARY

This is the advanced journey level position performing Chief Photographer job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as photography technical specialist using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting customer requirements, planning the work, or refining the methods and techniques to be used. The work involves developing, documenting and reporting workflow strategies; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations. Produces professional quality photographs. Positions in this class provide advanced technical and artistic training, counsel, and advice to lower level photographers; coordinate and prioritize overall photographic production schedule. Employees in this class possess advanced, in-depth knowledge and skills in all aspects of photography and serve as a principal consultative and coordinative resource in major photographic projects.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Coordinates and monitors overall photographic coverage functions, develops schedules and prioritizes assignments for lower classifications and contract resources.
2. Consults with clients to establish workload priorities and long range needs; identify photographic needs for specific project requests; develops strategies and schedules; and resolves scheduling conflicts.

3. Researches, evaluates, and processes requisitions for new photography related operating equipment; 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.
4. Coordinates and directs activities of lower classifications and 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; captures field, studio and aerial photography; and assigns resources to or collects identification data.
5. Establishes standards and creative direction for corporate photographs, conducts reviews to ensure lower classifications adhere to standards and performs the full range of computer photo editing, enhancing, and image processing.
6. Responsible for the integrity, accuracy and completeness of photo library and performs or oversees indexing, cataloging, metadata creation and uploading and data entry; conducts image library research, location and delivery to fulfill customer requests.
7. Administers vendor contracts, including developing contracts and agreements, selecting, overseeing and directing activities of freelance photographers and photography service vendors, and verification and processing of vendor invoices.
8. Assists with budget development and management; purchases materials, supplies, and rentals.
9. Researches and analyzes industry trends and new technologies, evaluates equipment needs, researches products, tests new or sample equipment, develops specifications, and recommends specific equipment for acquisition to meet Metropolitan needs; Provides subject matter expertise for special projects.
10. Leads, trains, and schedules photographic staff.
11. 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 six years of relevant experience; or an equivalent combination of education and experience; or three years in a MWD Photographer II classification.

Required Knowledge of: Advanced principles and techniques of photography, photo composition and studio/location lighting; advanced techniques and safety requirements of field, construction site and aerial image capture; advanced principles and techniques of image processing and file format conversion with computer photo editing; and current office technology and equipment.

Required Skills and Abilities to: Communicate effectively in both verbal and written form; plan and schedule staff and equipment; work independently or 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 and Board members; operate and maintain professional photographic and related equipment; effectively apply lighting principles in varying conditions to produce high quality photo imagery; prioritize; multitask; lead and train; 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.

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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).