
Auburn University Job Description

Job Title:	Photographer, Athletics	Level I	Grade 28 \$22,300 - \$37,200
Job Code:	BB02	Level II	Grade 29 \$25,000 - \$41,700
FLSA status:	Exempt	Level III	Grade 31 \$31,300 - \$52,100

Job Summary

Provides photographic services for athletic events and coordinates the distribution of photographs.

Essential Functions

1. Provides photography for sporting events to include making CDs and proof sheets.
2. Maintains comprehensive library and archives of images, sorted by sport.
3. Develops and maintains relationships with photo departments through-out the state in order to improve public relations and provide images of AU sports.
4. Coordinates the distribution of photographs as requested by sport contacts.
5. Maintains photo galleries of all sports on athletics web page.
6. Oversees printing of photographs for sale through the University Bookstore.
7. Provides specialty photography to include pictures for advertisements.
8. Markets photography and coordinates special projects to generate revenue from photographs.
9. Maintains operations budget and financial records for revenue producing projects.
10. Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Duties and tasks are standardized. Performs some more advanced tasks as part of training and development. Resolves routine problems and refers more complex issues to higher levels.	Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.	Applies basic skills and learns skills in procedures, techniques, tools, materials, and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
II	Duties and tasks are varied. Resolves routine questions and refers complex issues to higher levels.	Works under limited supervision. Communicates with others to exchange routine information.	Applies skills in area of specialization. Applies procedures, techniques, tools, materials, and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.
III	Duties and tasks are varied and complex. Resolves most questions and problems and refers only the most complex issues to higher levels. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Works independently and with minimal supervision. May periodically assist in orientation, training, assigning, and checking the work of lower level employees. May lead crew in the absence of supervisor.	Works under minimal supervision. May periodically assist in orientation, training, assigning and checking the work of lower level employees or be designated as lead worker.	Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 6 years experience in area of specialization.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Applies basic skills and learns skills in procedures, techniques, tools, materials, and/or equipment appropriate to area of specialization. Equivalent to an apprentice level in area of specialization. High school diploma or equivalent.
- Level II** Applies skills in area of specialization. Applies procedures, techniques, tools, materials, and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 4 years experience in area of specialization.
- Level III** Applies advanced skills in area of specialization. Adapts procedures, techniques, tools, materials and/or equipment to meet special needs. Equivalent to Journey and/or lead level in area of specialization. High school diploma or equivalent plus 6 years experience in area of specialization.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in providing photographic services, preferably within a sports program

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, hearing, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

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Date: 7/6/2012

