Auburn University Job Description

Job Title: Photographer
Job Code: OC14
FLSA status: Non-exempt

Essential Functions

1. Performs photography functions on location and in the studio to produce quality pictures of assignments.
2. Operates photography and laboratory equipment and has the competency to use proper types of software and other materials to produce the highest possible quality work.
3. Assists the manager and office staff in completing work orders to meet customer and departmental standards and requirements.
4. Maintains inventory of photographic and laboratory supplies so that adequate stock is available.
5. Performs preventative maintenance and minor repairs on photography equipment.
6. Coordinates and maintains the photograph library used on the Photographic services website.
7. Performs 'digital darkroom' work consisting of scanning & processing digital images.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.
Auburn University Job Description

## Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>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.</td>
<td>Works under direct supervision and selects from a variety of established procedures to accomplish assigned tasks.</td>
<td>Applies basic skills and learns advanced 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.</td>
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<tr>
<td>II</td>
<td>Duties and tasks are varied and complex. Resolves most questions and problems and refers only the most complex issues to higher levels.</td>
<td>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.</td>
<td>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 4 years experience in area of specialization.</td>
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</tbody>
</table>

* 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 advanced 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 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 4 years experience in area of specialization.

Focus of Education  Focus of Experience
High School Diploma or equivalent  Experience in the practices of photography

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.

Minimum Required Knowledge

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, sitting, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires walking, stooping/kneeling/crouching/crawling, talking, hearing, and lifting up to 100 pounds.

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

Date:  12/15/2011