

## PHOTO LAB TECHNICIAN TITLE SERIES DEFINITIONS

### I. DEFINITIONS

#### PHOTO LAB TECHNICIAN-ENTRY

This is entry level photographic production work. Employees possess a **working knowledge** of the area of photographic production. The majority of time is spent printing and processing black and white or color film and prints; slide duplication and mounting; photo copy; or portrait and passport photography. Make photo copies of materials, artwork, etc.. Prepare photographic solutions. Process, trim, mount and sort prints. Tone photographic prints. Make black and white or color photographic prints. Perform routine maintenance on equipment. Keep accurate production records. Maintain a photographic library. Work is performed in accordance with established procedures or from detailed instructions under close supervision.

#### PHOTO LAB TECHNICIAN

This is full performance photographic production work. Employees possess **considerable knowledge** of the area of photographic production. The majority of time is spent in the lab taking color and black and white photographs using a 35mm photo copy stand, 35mm and view camera. In addition to the duties performed at the entry level, Employees at the full performance level spend more time conferring with clients to determine needs and providing a budget estimate for the project. Work is performed under general supervision.

#### PHOTO LAB TECHNICIAN-SENIOR

This is senior photographic production work. Employees possess **extensive knowledge** of the area of photographic production. In addition to the duties performed at the lower levels, Employees at this level provide lead work activities in a photographic laboratory. As a lead worker, incumbents spend the majority of their time assigning work, training staff, resolving problems, coordinating quality control, recommending and planning new services or equipment acquisitions. Employee must possess a demonstrated proficiency in uses of all equipment in the unit, perform quality control of work leaving unit, monitor and adjust work flow, determine supply needs, and confer with clients to determine if their needs have been met. Work is performed under general supervision.

### II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

### III. RELATED POSITION TITLES

1. Positions which spend the majority of time accurately or artistically portraying a wide variety of subjects and events for publications, lecture, research, publicity and documentation and would be more appropriately identified by the Photographer classification specification.
2. Positions which, for a majority of the time, duplicate printed material on sensitized paper, plates, cloth, or film according to customer specifications and are more appropriately identified by the Graphic Reproduction Technician classification specification.