

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PHOTOGRAPHIC SERVICES SUPERVISOR

JOB DESCRIPTION

Employees in this class serve as first-level supervisors, coordinating and directing the work of Photographic Services Assistants. Work is performed under general supervision and requires knowledge of the equipment, techniques, and procedures of photographic services, including film processing and print and plate production. The work also requires knowledge of supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title – Photographic Services Supervisor-1

Photographic Services Supervisor 10

The employee serves as a first-level supervisor coordinating and directing the work of subordinate employees.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

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Produces film negatives, positives, and halftones necessary for the completion of work projects.

Operates camera equipment to photograph a variety of material for the purpose of making reproduction plates.

Determines proper exposures, camera settings, and type and size of photographic film for producing desired images.

Determines proper type of paper and development process for printing photographic images.

Determines equipment density, appropriate screen, and screen ruling to produce half-tones.

Mixes and maintains chemicals required in the production of lithographic films and metal offset printing plates.

Consults with graphic artists and representatives from other agencies regarding techniques, procedures, and advanced technologies.

Maintains and repairs camera and platemaking equipment.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of equipment and techniques used in producing photographic images.

Thorough knowledge of the types, uses, and storage of film, paper, and chemicals used in making positive and negative images.

Thorough knowledge of the machinery used to make lithographic printing plates.

Thorough knowledge of the materials used in negative and print processing.

Thorough knowledge of the operation and care of photographic processing equipment.

Thorough knowledge of the procedures involved in mixing, maintaining, and disposal of photographic chemicals.

Some knowledge of training and supervisory techniques.

Some knowledge of employee policies and procedures.

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Ability to instruct, direct, and evaluate employees.

Ability to operate, maintain, and make minor repairs on equipment used in the work.

Ability to determine exposure, reduction, enlargement, halftone, and other camera settings used to produce desired images and effects.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to effectively communicate with others.

Ability to maintain favorable public relations.

Working Conditions

Employees in this classification may work in proximity to caustic chemicals in darkened and confined areas, and may perform detail work on a light table for extended periods.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

The job duties require an employee to stand for long periods.

The job duties require an employee to bend or stoop in confined spaces.

Education

Educational level typically acquired through completion of high school.

Experience

Four years of experience equivalent to a Photographic Services Assistant, including two years equivalent to a Photographic Services Assistant E8 or one year equivalent to a Photographic Services Assistant 9.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PHOTOSSPV

Job Position

Photographic Services Supervisor

Position Title

Photographic Services Supervisor-1

Position Code

PHTOSPV1

Pay Schedule

NERE-099

ECP Group 3
Revised 6/1/06
TeamLeaders