

Photographer / Lithographer

Position Details

Class Code: 1150

Job Family: Broadcast/Communications

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for all Clark County School District photography needs.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans/supervises photo lab work, including taking, developing, printing, and copying still photographs/color slides.
 2. Consults with student photography activities; serves as liaison to school-related organizations, such as the Parent-Teacher Association (PTA).
 3. Organizes and maintains employee I.D. card system.
 4. Organizes and coordinates yearly CCSD photography contest.
 5. Orders supplies and equipment for photography unit.
 6. Cleans, maintains, and makes minor repairs/adjustments to photographic equipment.
 7. Conforms to safety standards, as prescribed.
 8. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Provides a variety of photographic services.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of photo laboratory processes and procedures, including print media.
 2. Knowledge of photography and cameras.
 3. Knowledge of photographic supplies and equipment.
 4. Ability to operate various cameras.
 5. Ability to develop/print film, slides, and film strips.
 6. Ability to work under pressure and meet deadlines.
 7. Ability to communicate clearly, both verbally and in writing.
 8. Ability to plan and organize work.
 9. Ability to supervise and evaluate employees.
 10. Ability to lift heavy objects.
 11. Ability to meet/confer with administrators and other school personnel.
 12. Ability to recognize/report hazards and apply safe work methods.
 13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years' experience in photography and manual photo laboratory work.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to the final selection.

3. Safe driving record, which must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities, broadcast facility, schools, and remote location sites.

Work Environment

Strength

Medium - exert force of 20 to 50 lbs., occasionally, 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent reaching, handling, repetitive fine motor activities, talking, and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Position utilizes equipment for master control, Telecine, and recording studio productions; assists in delivering/operating equipment at remote production locations.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/13/23
- Created: 06/01/89