



**Code: 0918**  
Family: Public Relations and Creative Arts  
Service: Administrative  
Group: Clerical, Accounting, and General Office  
Series: Audio-Visual

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## **CLASS TITLE: PHOTOGRAPHIC SPECIALIST - PUBLIC SAFETY**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, performs a range of skilled photographic work involving the documentation and photography of emergency incidents, special events, and training opportunities for a public safety department, and performs related duties as required

### **ESSENTIAL DUTIES**

- Travels to emergency incidents (e.g., fire scenes, hazardous incidents) to photograph and/or video departmental response for historical, training, and safety best practices
- Sets up and operates camera and video equipment, adjusts settings, and selects proper background and angles necessary to capture people, events, and activities
- Takes photographs and videos during ceremonies and special events (e.g., graduations, promotion, memorial services)
- Downloads images and videos to a computer and manages a file storage and digital imaging system to catalog, retrieve, and archive photographic evidence
- Manipulates and enhances scanned or digital images to create desired effects, using computers and specialized software (e.g., cropping, enlarging, retouching)
- Processes digital images for use and stock collection in preparation for printed proofs, CDs/DVDs, PDFs, and small and large format prints using latest digital manipulation software and techniques
- Uses the digital enhancement options for image quality to ensure color, shade, and lighting of photos are adequate before printing
- Assists with the photographic budget, maintains inventories, and orders supplies
- Maintains and cleans photographic equipment and supplies
- Selects appropriate paper, finish, and size for photos and prints photos in appropriate quantities, when required
- Testifies in court as an expert witness, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Three (3) years of work experience as a professional photographer, **OR**
- Graduation from an accredited college with an Associate's degree or higher PLUS one (1) year of work experience as a professional photographer

#### **Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required
- Positions assigned to the Chicago Fire Department must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

- Some positions may be required to work any duty watch

**WORKING CONDITIONS**

- General office environment
- Reprographics/photocopier high volume production environment
- Exposure to outdoor weather conditions
- Exposure to loud noise
- Exposure to cramped noisy, dirty, or unpleasant surroundings

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, scanner, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment (e.g., digital, projectors, printers, film processors)
- Digital editing equipment (e.g., playback video decks, audio consoles, video scanners)
- Personal protection and related equipment
- Two way radios

**PHYSICAL REQUIREMENTS**

- Substantial lifting (up to 50 pounds) is required
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerate knowledge of:

- \*photographic principles and techniques
- \*photographic equipment and materials
- applicable photographic computer software programs
- \*digital editing equipment
- \*lighting equipment

Moderate knowledge of:

- departmental incident response protocols and procedures
- geographical locations in the City

Knowledge of applicable City and department policies, procedures, rules, and regulations

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- \*EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- SPATIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

**Other Work Requirements**

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.