



Code: 6425

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

CLASS TITLE: DIGITAL ASSET COORDINATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates and manages the library of digital assets and related databases for the Department of Fleet and Facility Management (2FM), and performs related duties as required

ESSENTIAL DUTIES

- Coordinates the digital asset management (DAM) function for the Department of Fleet and Facility Management (2FM) including the ingestion, annotation, cataloging, metadata, retrieval and storage of digital assets (e.g., photographs, archived files)
- Coordinates the collection, digital file preparation, ingestion and tagging of all 2FM digital assets for the internal DAM database
- Establishes protocol and documents workflow processes relative to collecting and managing digital assets (e.g. naming, backing up, archiving, exporting files, etc.)
- Operates computer software (e.g., Extensis Portfolio, Adobe CC) to assign appropriate taxonomy to assets
- Transfers a wide variety of City photographs to dedicated servers in order to create searchable catalogs for operating departments and external users
- Selects and uploads photographs received from City departments and creates links and passwords for users to electronically retrieve pictures
- Uses software (e.g., Adobe Photoshop, Adobe Lightroom) and printing equipment (e.g., Epson photo printers) to process, edit and generate photographic prints for client departments and outside agencies
- Operates camera equipment to photograph subjects at various City events and activities, as required
- Participates in staff development training to keep abreast of emerging DAM trends and related system enhancements, as required
- Provides instruction to staff in operating departments and promotes the use of the digital asset management system, as required
- May organize and track photographic image requests and file copies of discs, negatives and prints according to established guidelines

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

- Graduation from an accredited college or university with a Bachelor's degree in Library Science, Photography, Journalism or a directly related degree plus one year of digital asset management work experience, or an equivalent combination of education, training or experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., MAC and Windows XP operating systems)
- Camera and related computer equipment (e.g., Nikon camera systems, Epson photo printers)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Moderate knowledge of:

- *digital asset management (DAM) methods, practices and procedures
- *photographic and digital editing equipment and software (Nikon camera systems, Adobe Creative Suite)
- *applicable computer software packages and DAM systems (Extensis Portfolio, Adobe Photoshop, Lightroom)

Knowledge of applicable City and department ordinances, policies, procedures, 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
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- TECHNOLOGY DESIGN – Generate or adapt equipment and technology to serve user needs

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
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- CONCENTRATE - Concentrate on a task over a period of time without being distracted

- 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

- INITIATIVE – Demonstrate willingness to take on job challenges
 - COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE – Develop own ways of doing things, guide oneself with little or no supervision and depend mainly on oneself to get things done
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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.

City of Chicago
Department of Human Resources
December, 2017