

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, PHOTOGRAPHIC SERVICES**

**Reports To:** Designated Supervisor

**UW Job Code:** 3916

**UW Job Family:** 3D - Media/Communication/Art

**SOC Code:** 27-4021

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 4-1-95 (revised 7-1-02; 11-3-03; 7-1-04)

**JOB PURPOSE:**

Manage the operational, financial and personnel functions of the Photographic Services Department; provide photography services to the University community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop project budget estimates based on expenses, labor and workloads; monitor expenditures, calculate and dispense billings to ensure profitability.
- Purchase photographic supplies and equipment; maintain inventory for departmental use and resale.
- Produce high-quality photographs, perform other photographic services, and comply strictly with copyright laws; discuss orders and/or problems with customers to attain desired finished product.
- Hire, train, supervise and evaluate support staff.

**SUPPLEMENTAL FUNCTIONS:**

- Responsible for learning support staff's area of expertise, where applicable.
- Advise students and instructors in the use of photography in research, instruction, and the like.
- Keep abreast of new developments in photographic methods and techniques.

**COMPETENCIES:**

- Attention to Detail
- Quality Orientation
- Technical/Professional Knowledge
- Initiative
- Delegating Responsibility
- Independence

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in Journalism, Public Relations, Business Management, or related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Photography methods, concepts and techniques.
- Safety regulations and material safety data sheet (MSDS) pertaining to photographic processes and equipment usage.
- Supervision methods, concepts and techniques.
- Budget development and monitoring methods, concepts and techniques.
- Purchasing and inventory methods, concepts and techniques.
- Communication methods, concepts and techniques.
- Project planning and time management techniques, methods and concepts.
- Copyright laws.
- Applicable University, state and federal laws, rules and regulations.

Skills and Abilities to:

- Use cameras and other photographic processing equipment.
- Adjust focus, identify and distinguish between colors, and judge distance and spatial relationships.
- Work with photograph processing including safely working with chemicals.
- Have endurance and dexterity required for maintaining awkward positions such as climbing, stooping, and twisting for extended periods of time and in various weather conditions.
- Follow strict copyright laws.
- Effectively communicate and provide quality customer services.
- Supervise and train support staff.
- Develop budget and monitor expenditures.
- Meet multiple project deadlines.
- Prioritize workload.
- Purchase supplies and maintain inventory of equipment and supplies.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

Office/darkroom laboratory environments and frequent work in/outdoors; regular exposure to chemical hazards, vapors and fumes.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.