

JOB TITLE
PUBLICATIONS SPECIALIST

DIVISION
ADMINISTRATION

REPORTS TO
DESIGNATED DIRECTOR

SALARY SCHEDULE & GRADE
I I, GRADE 7

LENGTH OF WORK YEAR
260 DAYS

DATE
SEPTEMBER 14, 2009

SCOPE OF RESPONSIBILITIES

Assumes responsibility for managing and coordinating all of the district's photography needs necessary to produce attractive and cost-effective district and school publications.

PERFORMANCE RESPONSIBILITIES

1. Works with editors and designers to determine best photographic print and online content.
2. Serves as chief photographer for district events and publications.
3. Digitizes images to be utilized using emerging technologies and integrates images into print and online content.
4. Prepares articles with photos for publication in district publications.
5. Assumes responsibility for scheduling photographic shoots, assessing school and departmental photographic needs and objectives.
6. Serves as a liaison with other units, departments, and outside agencies as required.
7. Maintains communication and works closely with district and local school staff regarding information, developments, and implementation of project, program or activity.
8. Recommends project, program or activity implementation and evaluates effectiveness as assigned.
9. Accumulates and researches data, documents, and other pertinent information as required.
9. Performs other duties as assigned by the designated director.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Photography, Mass Communications, or Journalism
2. Three (3) years professional photography experience
3. Two (2) years professional experience working with print and online editors and graphic designers
4. Organization and planning skills, and knowledge of digital photographic equipment and computer operations

DESIRABLE QUALIFICATIONS

1. Master's degree in Photography, Mass Communications, or Journalism
2. Five (5) years professional photography experience
3. Extensive knowledge of the school district's programs and operations

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