Definition of Class
This is a professional position in which the incumbent supervises and coordinates the operation of the Photo Services section to provide photo and computer imaging services to the members of the faculty, staff, and general public. The incumbent oversees the photo service operation and ordering equipment and supplies.

Examples of Work Performed
Oversees the production of photographic materials for faculty, staff, and administration.

Oversees maintenance of photographic equipment.

Maintains inventory of equipment and supplies.

Approves images produced for each assignment.

Processes film, both black and white and color and paper.

Provides technical assistance to employees.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and coordinates the operation of the Photo Services section.

2. Provides photo and computer imaging services to the members of the faculty, staff, and general public

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

   Vision: Requires the ability to perceive the nature of objects by the eye.
Near Acuity: Clarity of vision at 20 inches or less.
Midrange: Clarity of vision at distances more than 20 inches and less than 20 feet.
Field of Vision: Ability to observe an area up or down, left or right, while eyes are fixed on a given point.
Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships as to see objects where and as they actually are.
Color Vision: Ability to identify colors.
Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand and walk. The incumbent is periodically required to use hands to finger, handle, or feel and reach with hands or arms. The incumbent is occasionally required to sit; stoop, kneel, crouch or bend; lift and carry.

Experience/Educational Requirements:

Education:
Bachelor’s Degree from an accredited four-year college or university.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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