PHOTOGRAPHER
(Temporary)

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for taking digital pictures of properties located in the City of Albany for the Department of Assessment and Taxation. Unique to this position is the ability to take photographs using a digital camera, operate the playback mode to determine the quality setting and resolution, and make a final determination whether to retake the photograph or proceed to the next property. The individual must be capable of tactfully and respectfully dealing with residents and property owners. General supervision is received from an administrative employee of higher rank.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Prepares necessary supplies such as extra batteries, memory, etc., for daily assignment;
- Drives to locations;
- Prepares camera settings for pictures;
- Takes photographs;
- Determines quality of picture and re-photographs property if necessary;
- Maintains memory storage and retrieval;
- Uploads pictures from camera to computer;
- Performs mechanical maintenance on digital camera and other equipment;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
- Good knowledge of photography and photographic techniques;
- Good knowledge of personal computers, USB cables, SD/MMC Memory Cards and office equipment;
- Ability to operate and maintain a digital camera;
- Ability to operate a motor vehicle;
- Ability to maintain personal safety;
- Tactfulness in dealing with property owners and residents;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
None

SPECIAL NOTE: A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

The terms of employment require the use of an employee’s vehicle for transportation.