

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV31625</b>
<b>Job Class Code:</b>	<b>560</b>	<b>Salary Schedule:</b>	<b>ASRRAZHWY</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>8810</b>		

<b>Job Code Established:</b>	<b>09/25/84</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Arizona Highways Picture Editor Series

**JOB CODE TITLE:** ARIZONA HIGHWAYS PICTURE EDITOR

**HRIS TITLE:** AZ HWYS PICTURE EDITOR

**CHARACTERISTICS OF THE CLASS:** Works under direction of the editor exercising independent judgment in carrying out work assignments. Authority to make photographic assignments; accept or reject photographs and art submitted for publication. Occasional travel with overnight stays away from home base; evening and weekend work as required by production schedules or deadlines; pressures for deadlines and work completion. Plans photographic and art needs; makes assignments and initiates contracts with photographic specialists; screens photographs and consults with art director on all picture aspects of story and issue make up; participates in editorial planning; supervises and participates in the inspection, cataloguing and safeguarding of photographs and art.

**EXAMPLES OF DUTIES:** Maintains a program of continuous coordination and long-range planning for the acquisition of photography, fine art and illustrations for use in the magazine. Reads manuscripts and makes visual interpretations necessary to acquire and screen photographs and art for publication that convey visual information necessary to complement specific stories and issues. Confers with other members of the editorial staff to determine the visual interpretation and desired editorial content. Makes photographic assignments and initiates contracts with specialist to produce photographs within a specified subject area. Organizes visual material and consults with the art director concerning all picture aspects of story and issue makeup. Screens photographs submitted for publication narrowing choices for final selection by the art director. Participates in editorial planning meetings to determine the content and direction of monthly issues of the magazine. Initiates contacts and fosters relationships with outstanding photographers and artists whose work is essential to the success of the magazine. Supervises and participates in the receipt, inspection, cataloguing and safekeeping of photographic and illustrative material while in possession of the magazine. Directs free lance photographers in the production, coverage, and preparation of visual materials for publication. Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes. Compiles a "photo needs" list for contributing photographers. Makes field trips to assess story subject matter in the geographic area where photographic coverage is to take place. Produces photographs for publication in the magazine. Selects copyrighted material for use in publication; obtains permission for use and makes arrangements for payment. Represents the magazine at professional and community functions. Performs related work as required.

**WORK RESULTS/PRODUCTS:** Quality photographs that closely relate and follow the specific content of the written text; photographic assignments and contracts; "photo needs" list for contributing photographers; visual materials catalogued, inspected and stored for safekeeping.

**RESPONSIBILITY:** for the timeliness and quality of work; acquiring the best photography possible to enhance the editorial content of the magazine; safekeeping of photographs and art while in possession of the magazine

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** photojournalistic principles as applied to the layout of visuals, illustrations and copy; photographic techniques, lighting and equipment; color transparencies and the technical aspects associated with them; photographic and printing technological developments for application to a magazine; the State's characteristics, culture, history and places of interest; policies and procedures established for the work unit; copyright law as it applies to photographs and art; the principles and techniques of leadership and work management.

**Skill in:** operating photographic equipment and material.

**Ability to:** screen large numbers of photographs quickly and accurately for artistic value and quality; visualize the relationship between copy, art and photography; communicate information through the selection and editorial use of pictures; originate new article/issue ideas and treatments to enhance the publication; apply the principles and techniques of leadership and work management; communicate verbally and in writing; develop and maintain work relationships.