

RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION

POSITION TITLE: Photographer II

DEPARTMENT/LOCATION: Public Affairs/College Advancement, District Office

BASIC FUNCTIONS: The Photographer II reports to the Public Affairs and Advancement Office and is responsible for basic photographic duties as assigned on RCCD campuses and education centers.

REPRESENTATIVE DUTIES:

1. Photographs general District and College events and ceremonies.
2. Photographs student life on the colleges, with emphasis on use for District and Colleges websites.
3. Photographs construction sites at RCCD Colleges and/or centers.
4. Photographs individual sports as required (e.g., tennis, golf).
5. Assists Photographer III and Chief Photographer with studio portraiture sessions and in-classroom sessions.
6. Downloads digital images from cameras for storage on computers in the Photography Studio.
7. Assists with the cataloging of images for archival purposes.
8. Maintains accurate records of photography shoots.
9. Performs other photography duties as assigned.

QUALIFICATIONS:

At least two years of photography classes, including digital photography, or one year of professional experience.

Knowledge of and competency with computers and familiarity with software used by professional photographers is required. Basic knowledge of studio portraiture techniques is desirable.

HOURS/DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.