

PROJECT TRACKING TECHNICIAN

Job Code	Pay Grade
07530	CL11

Nature of Work

This is specialized photography and project management work involving facilitating the Communications Department art assignments flow by initiating logging and tracking client projects within an electronic project management environment. An employee in this class routes projects through internal production and approval processes and advises clients and other staff of project intake and status. Responsibilities include coordinating production of visual projects for use within the county and representing county government externally. The taking and processing of pictures is performed independently and without technical supervision and in accordance with departmental rules and regulations.

Minimum Qualification Requirements

- 4 years specialized photography, media, and project management work in an information technology supported setting; or
- Associate's degree in vocational or college course work directly related to media, journalism, visual arts productions courses, photography/graphic arts services, and photographic software; and 2 years work experience in project management, photography, and photographic software or related field; or
- Bachelor's degree in media, journalism, graphic arts or directly related field; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Initiates project intake and tracks client projects within an electronic project management environment.
- Performs quality control measures by proofing final collateral copy and design, and routing projects through internal production and approval processes.
- Coordinates visual projects for County government including Tyrone and Courthouse Lobby Displays.
- Operates a variety of digital and traditional cameras and lighting equipment.
- Edits, manipulates and produces electronic and hardcopy photographs and creates proof sheets.
- Reviews goals of photographic projects; determines best visual approach to reach those goals.
- Takes pictures of various types as required; takes aerial photographs, onsite event/meetings and studio photo-shoots, as needed.
- Checks condition of photographic, computer and peripheral equipment and reports defects to superior for repairs.
- Maintains and orders supplies as required by division.
- Maintains electronic and hardcopy archives of all photography.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the use and limitations of photographic equipment and materials.
- Knowledge of photographic software, transportable hard drives, scanners, card readers, printers and materials used.
- Knowledge of proofing standards, AP and internal Countywide.

PROJECT TRACKING TECHNICIAN (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of project management; intake, routing, tracking and reporting.
- Skill in planning and coordinating display production.
- Skill in planning and setup for aerial photography, onsite event/meetings and studio photo-shoots.
- Ability to follow oral and written instructions.
- Ability to plan and supervise the work of assigned helpers.
- Ability to organize and maintain electronic and hardcopy archives of all photography.
- Ability to organize and maintain electronic and hardcopy archives of graphic art materials and projects.

For official use only

Revised	EEOC Code	Overtime Code
9/07	Technicians	Classified