UNIVERSITY OF SOUTHERN CALIFORNIA

Digital Imaging Specialist

Job Code: 141051

Grade: TI
OT Eligible: Yes
Comp Approval: 9/10/2008

JOB SUMMARY:
Performs digital imaging production work for digitization projects such as hands-on digitization, post-processing, quality control and digital asset management. Provides support, assistance and advice in the use of digitization equipment and software to faculty, staff and students. Has responsibility for hands-on digitization and post-processing of a range of materials and documents using various technologies and techniques. Coordinates work-flow processes and quality control for production work on assigned projects. Performs routine maintenance on various systems and equipment such as cameras, lighting systems, computers and digitization equipment. Supervises student workers, as assigned.

JOB ACCOUNTABILITIES:

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Performs digital imaging production work for digitization projects such as hands-on digitization, post-processing, quality control and digital asset management.

Coordinates work-flow processes for digitization projects involving original materials such as photographs and photo-negatives, rare books and ephemera, manuscripts, 16mm and 35mm moving film, various audio and video formats, or other kinds of original materials.

Performs routine maintenance on various systems and equipment such as cameras, lighting systems, computers and digitization equipment. Installs and troubleshoots software and hardware equipment.

Serves as technical resource for digitization of audio and video materials for department staff and student workers. Provides technical support, assistance and consultation to faculty staff and students. Collaborates with other units to improve access to and maximize use of digitization resources. Gathers and provides technical information for inclusion in project proposals, when needed.

Researches, assesses and recommends specialized equipment purchases and hardware installations and modifications, as requested.

Participates in development and documentation of internal operating policies and procedures. Assists in development and dissemination of policies and procedures for users. Provides interpretation as required.

Participates in strategic planning for unit, as assigned. Assists in developing unit goals and objectives.

Conducts hands-on training sessions and instructional classes in hardware and software applications for faculty, staff and students.

Assists in monitoring vendor performance to ensure quality and timeliness of contracted work.

Arranges and attends meetings, seminars and other events related to digitization efforts.

Conducts research on new technologies, as requested.
Supervises student workers, as assigned. Recruits, hires, trains and orients student workers. Schedules, assigns, and prioritizes workloads. Monitors and evaluates performance and provides guidance and feedback to assigned staff.

Stays informed of new developments and technologies by reading journals and other pertinent publications, maintaining contact with vendors, and participating in professional organizations, meetings and seminars.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

**Essential:**

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- Bachelor’s degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

- 2 years
- Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:


Preferred Field of Expertise:

- Working knowledge of high-resolution digital imaging tools and processes, including digital SLR cameras, 4x5 cameras, lenses and scan backs, multiple-shot digital backs, film-scanners, flatbed scanners, high-volume scanners, digital-video cameras and related software and computer hardware. Working knowledge of digital audio recorders, lenses and related equipment, digital audio/video editing hardware and software. Working knowledge of motion picture film cameras and analog sound equipment.

Skills: Administrative:

- Communicate with others to gather information
- Coordinate meetings
Coordinate work of others
Gather data
Prioritize different projects
Research information
Understand and apply policies and procedures
Use database and/or word processing software

Skills: Other:
Analysis
Assessment/evaluation
Coaching
Conflict resolution
Consulting
Counseling
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Supervisory Skills
Teaching/training

Skilled in:
Troubleshooting

Skills: Machine/Equipment:
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Digital cameras
Fax
Personal computer
Personal mobile communication devices
Photocopier

Supervises: Level:
Supervises student and/or temporary workers.

Supervises: Nature of Work:
Technical

Comments:
Evening or weekend work may be necessary to meet deadlines or solve specific problems
SIGNATURES:

Employee: ________________________________ Date: ___________________________
Supervisor: ______________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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