

Missouri Department of Transportation

Code: R04097

Title: Multimedia Services Specialist

Exemption Status: Non-Exempt

Grade: 8

Job Description

Effective Date 05-01-2015

**Replaces
(Effective Date)** 11-01-2006

General Summary The multimedia services specialist performs routine entry-level photography, film processing, microfilming, and produces visual presentations, legal and historical documentation, as well as safety and training video productions for the department. Responsibilities are performed under direct supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Photography, Graphic Design, or related field.

**Supervisory
Responsibilities** None

Location Central Office - Communications

**Special Working
Conditions/Job
Characteristics** Job requires moderate physical activity.

Examples of Work

- (1) Performs photo finishing, including logging records, processing, printing quality color enlargements, numbering, archiving, and delivering prints or negatives; sets up, operates, maintains, calibrates, and shuts down color film and print processors; performs quality control procedures.
- (2) Performs video editing duties of selecting raw footage, adding titles, sound, and music; assembles the edited video segments into a finished video presentation by using a variety of equipment, including computerized editing, titling, and special effects equipment.
- (3) Photographs various assignments for districts/divisions/offices with small, medium, and large format camera equipment.
- (4) Performs video production duties such as meeting with customers to discuss video techniques and options, developing scripts, collecting props, selecting locations for scenes, coordinating resource and equipment needs, setting up and breakdown of equipment and sets, and researching new video products on the market.
- (5) Provides aerial photographs, processing, and printing to be used by department or outside agency/company.
- (6) Performs copy work or photographic reproduction of original negatives, slides, and prints.

- (7) Maintains video files, performs basic preventative maintenance, or sends out video equipment for repair.
- (8) Archives the black and white photo shooting, processing, and printing for Historic American Buildings Survey (HABS) and the Historic American Engineering Record (HAER).
- (9) Performs black and white photo processing and printing.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.