



## Library Job Function

# Microfilm Camera Operator II

## Grade 50

### Summary

Operates a microfilm camera to photograph materials and provides general assistance in a photographic laboratory.

### Typical Duties

1. Arranges material to be filmed on microfilm apparatus.
2. Microfilms documents in accordance with supervisor's instructions and/or manual.
3. Carries out final inspection and editing of finished film for content and quality.
4. Prepares existing film for duplication, operating a positive printer in a darkroom.
5. Operates film-processing machine on a regular basis.
6. May assist with specialized microfilming procedures and techniques.
7. May assign work to less experienced personnel and/or provide assistance in setting up their work.
8. May answer questions related to work orders and pricing.
9. Performs related job duties as required.

### Typical Requirements

*Education:* High school graduate or equivalent preferred.

*Skills and Experience:* Previous related photographic experience. Requires manual dexterity and good hand/eye coordination. Ability to perform detailed work with accuracy and precision. Specialized knowledge of microfilm related equipment (e.g., camera, reader, splicer, footage counter, positive printer, processor) desirable.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.