

# City of Fort Worth, Texas

## Job Description

<b>Classification Title</b>	Translator		
<b>Job Code:</b>	PR5790	<b>Job Family:</b>	Professional
<b>Pay Grade:</b>	608	<b>Date Reviewed:</b>	4/28/2023
<b>FLSA Status:</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Responsible for facilitating communications between City Staff and the Spanish speaking community. Performs a variety of tasks relative to the assigned language function which includes, but not limit to translating documents, publications, videos, and assist in the development of a city social media presence in Spanish. Provides simultaneous interpretation during meetings, public forums, special events, hearings, telephone communications and meetings.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Provides written or oral translation services on a cooperate or enterprise-wide scale for collateral material and various events.
2. Understands and analyzes concepts of what is being said or written in the source language and effectively and accurately translates the message to the destination language with regard to culturally correct intent and nuances being communicated.
3. Provides support to expand and implement an effective model for translation and interpretation services for city departments and events.
4. Recommends approaches and strategies using a political and cultural lens toward City communication plans and initiatives,
5. Edits and proofreads translations to ensure accuracy, clarity, and consistency with the original source document such as staff reports and other necessary correspondence to include the City's social media presence and website.
6. Collaborates with various team members to evaluate plans and programs to ensure they are reaching a diverse audience.
7. Assists in scheduling, managing, and distributing incoming requests.
8. Performs other related duties as required.
9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Managing multiple projects with minimum supervision and to work independently, once given direction.
  - Structure and content of the English and Spanish language including the meaning and spelling of words, rules of composition, and grammar.
  - Basic knowledge of Associated Press (AP) style conventions, in addition to the specific style and tone of the city.
  - Stay up-to-date with new translation technologies, tools, and trends to improve the efficiency and quality of translations.
  - Translating documents, publications and videos.
  - Developing and monitoring a city social media presence in Spanish.
  - Interpersonal skills using tact, patience, and courtesy.
  
- **Skill in:**
  - Advanced language knowledge.
  - Excellent writing skills.
  - Communicating with Others.
  - Problem solving and conflict resolution.
  - Computers and technology tools for translations.
  - Presentation Skills.
  
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing in the English and Spanish language.
  - Appropriately understand and respond to culturally sensitive situations, perspectives, and phrases.
  - Work well under pressure and in intense situations.
  - Analyze and make recommendations on strategies and approaches for reaching our Spanish-speaking audiences.
  - Establish and maintain effective working relationships.
  - Identify complex problems and review related information to develop and evaluate options and implement solutions.

## **REQUIREMENTS**

Bachelor's degree in translation, linguistics, or related field from an accredited college or university. No experience required.

## **CERTIFICATIONS**

Must complete a translator's certification from accredited school or professional organization within 6 months of employment.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.