

INFORMATION AND TRANSLATION SPECIALIST

PURPOSE AND NATURE OF WORK

Position is responsible for translation and distribution of received documents both written and dictated as well as producing documents in one or more foreign languages for the purpose of distributing information to City-Parish officials, the media, and the general public. Also responsible for event coordination. Works in close coordination with and is directly supervised by International Trade and Cultural Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Distributes information to the public and the media timely and accurately; translates or produces Spanish, French and English versions of reports; translates correspondence for the City-Parish President; writes from dictation and handwritten documents in a foreign language; prepares signs, packaging, and historical documents in foreign languages; writes and distributes press releases and a newspaper column; responsible for event coordination including registration, translation, scheduling, locating host families, site set-up, collecting fees, correspondence, audio-visual equipment and support, and translation, answers inquiries regarding international consulates, embassies, web sites, communication, travel, and business.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of production typing and principles of project management.

Thorough knowledge of word processing, e-mail, international keyboard and international dialing.

Ability to coordinate several projects simultaneously.

Ability to write, speak, and translate one or more foreign languages fluently.

Ability to respond effectively to last minute schedule changes or notices from delegations.

Ability to maintain effective relationships with City-Parish officials, the media, the general public, and international representatives.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's Degree in any liberal arts field such as English or public relations supplemented by a minor or extensive courses or equivalent experience in a foreign language so as to demonstrate fluency in one or more foreign languages.