

Stokes Brown Public Library Position Description

Job Title: Translator
Reports To: Library Director/Assistant Library Director/Assigned Supervisor
FLSA Status: Non-Exempt, Part-Time, Less than 30 hours per week
Prepared Date: August 2023

SUMMARY

This position provides oral and written translation services as needed as well as conducting a weekly bilingual story-time

General Duties include the following. Other duties may be assigned.

- Receives oral or written instructions from a supervisor.
- Prepares posters, bulletins, and newsletters to promote use of library and materials and/or translates such materials into Spanish.
- Works with programming staff to provide Spanish/bilingual programming.
- Translates library calendar, policies, and other important documents.
- Organizes work according to established procedures.
- Performs clerical or technical tasks in assigned unit.
- Performs circulation and information tasks at main, reference, or children's desks, or circulation workroom if translation is necessary
- Greets visitors to library.
- Assists library patrons in use of library materials if translation is necessary.
- Assists persons in applying for library membership if translation is necessary.
- Special projects as assigned.

Additional Duties

- Receives and responds to translation requests by telephone or in writing.

Qualifications Profile

- Proficiency in spoken and written Spanish, proficiency test may be required.
- The skills and knowledge required would usually be acquired with a high school education, and some experience in public library work, or any relevant combination of education, experience and training.
- A working knowledge of library principles and practices.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form.
- Ability to exercise judgement and work with little direct supervision..
- Ability to type accurately.
- Ability to acquire skill to operate word and data processing equipment.
- Ability to meet and relate to the public and staff members in a positive and constructive manner.

License or Certificate

Not Applicable

Physical Demands

Work is performed primarily in a library environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Must be able to push and pull carts weighing up to 80 pounds. Vision requirements include close vision and ability to adjust focus. Must be able to do math at the algebraic level. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate.

Employee Expectations

- Adheres to Library Policies and Procedures.
- Acts as a role model within and outside the work environment.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about library issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.
- Maintains appropriate customer relations.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.