

COMMUNICATIONS ANALYST (SPANISH)

THE PURPOSE: The incumbent will be responsible for providing timely and time-sensitive Spanish written translations for Milwaukee Public Schools (MPS), including policies, procedures, forms, and information distributed on a city-wide basis to parents and citizens as needed by the Board of School Directors and the departments and divisions within MPS. The incumbent will assist in the development, organization, and maintenance of on-going communications for MPS parents, students, staff, and others.

ESSENTIAL FUNCTIONS:

- ◆ Translates publications from English to Spanish, following established rules pertaining to factors such as word meanings, sentence structure, grammar, punctuation, and mechanics. Publications include handbooks, calendars, school catalogs, and other publications as assigned.
- ◆ Translates MPS school breakfast and lunch menus each month from English to Spanish. Coordinates the distribution of translated menus to the MPS web site and to all bi-lingual and ESL students in the district.
- ◆ Translates news releases and other media outreach materials and marketing materials as assigned.
- ◆ Assists in the distribution of publications to the intended clientele: parents, students, district staff, public libraries, independent Head Start programs, juvenile probation officers, shelters for the homeless, and any other interested agencies and individuals.
- ◆ Serves as the district's Spanish translator. Translations include the following: reports, letters, and other documents to parents and the community; handbooks, flyers, forms, or other print materials for various divisions; and a variety of other documents and letters for the district.
- ◆ Provides translations for all Web applications and information to be placed on the MPS web site and portal.
- ◆ Performs communications tasks, including writing and distribution of news releases and assisting in the set-up and execution of special events. May participate in special events, such as ground-breakings and releases of academic information, as requested by the district.
- ◆ Completes other duties as assigned.

Note: *Limited travel will be required of the incumbent.*

MINIMUM REQUIREMENTS:

1. Bachelor's degree in communications, public relations, business administration, or a related field.
2. Exceptional fluency in reading, writing, and speaking both English and Spanish languages.
3. One year of composing, editing, and translating materials OR two years of experience that included composing or editing written materials in English and Spanish for widespread dissemination or publication.

Note: *Equivalent combinations of training and experience may also be considered.*

4. Valid driver's license at the time of appointment and throughout employment.
5. City of Milwaukee residency within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- ATA (American Translators Association) Certification.
- Public sector experience.
- Experience with Macintosh computers and software.
- Presentation experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficiency in Spanish and English:
 - Effective oral communication skills in both Spanish and English.
 - Effective written communication skills in both Spanish and English.
 - Ability to translate from English to Spanish, including knowledge of proper grammar in both Spanish and English as well as sufficient vocabulary to provide translation services.
 - Ability to compose and edit written materials in both Spanish and English.
- Excellent listening skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to plan, organize, and coordinate media activities.
- Ability to use a personal computer, including both word processing and desktop publishing software.
- Ability to work under pressure and meet deadlines regularly.

THE CURRENT SALARY RANGE (4A) IS: \$41,859 – \$60,225 annually with excellent benefits.