

# Market Range Detail - Interpreter Services Manager

## Effective Date

May 9, 2016

## Market Range Title Description

### POSITION OVERVIEW

Under general guidance, performs work of considerable difficulty planning, managing, and directing the delivery of interpretation and translation services and related programs.

### DISTINGUISHING CHARACTERISTICS

This position is the third in a three-part interpreter series (Interpreter - Interpreter Supervisor – Interpreter Services Manager). Positions in this market range title are distinguished from Interpreter Supervisors by the former's responsibility to manage and direct an interpreting and translation division within either the Judicial Branch or the County's Justice System Planning Division and its associated partners in the justice system.

### ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Establish and insure that the interpreting and translation policies, practices, and procedures are carried out in accordance with Arizona Revised Statutes.
- Manage the operations of the Interpretation and Translation Services division.
- Ensure adequate supply of qualified staff and contract interpreters and translators to meet the needs of the unit.
- Plan, develop, administer, and monitor program budget and costs.
- Monitor contract interpreters and translators, including identifying and resolving any performance issues.
- Identify and develop interpreter sources and ensures language skills needed are met.
- Analyze and resolve complex linguistic problems.
- Ensure adherence of all staff to the state and federal laws that govern standards of conduct.
- Track and authorize contract interpreter and translator services and resolves payment and invoice issues.
- Act as a liaison with internal stakeholders, the local legal community, professional associations, other jurisdictions, and the general public.
- Respond to any public or media inquiries regarding the mission and/or operation of the division.
- Establish and implement strategies, guidelines, and procedures for recruitment, hiring and training of new interpreters, translators, and support staff.
- Analyze and prepare periodic narrative and/or statistical reports related to the work of the unit.
- Monitor legislative changes affecting divisions operation

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$31.00	\$39.25	\$47.50

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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## Likely Minimum Qualifications

- Bachelor's degree in translation, interpretation, business administration, public administration or related field.
- Five years of experience in translation, interpretation, business, public administration or related field including at least one year of related supervisory experience.
- Other combinations of education and/or experience may be considered in substitution for the minimum qualifications.
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## Working Titles

- Manager, Interpreting Services

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