



**JOB TITLE: OPERATIONS OFFICER – REGION IX INTERPRETER TRAINING CONSORTIUM (RITC)**

Classification: Classified  
Salary Range: 39

Retirement Type: PERS\*  
Board Approved: October 18, 2004

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**BASIC FUNCTION:**

Under the direct supervision of the Program Director of the Region IX Interpreter Training Consortium and the general direction of the Director, Special Resource Center, is responsible for planning, organizing, and implementing of the Region IX RITC Program, a five-year federally funded program through the U.S. Department of Education, RSA (2000-2005). The Operations Officer works with support staff to carry out the day-to-day functions of the program, ensuring that all grant objectives and related tasks are accomplished in accordance with project timelines and budget constraints.

**DISTINGUISHING CHARACTERISTICS:**

The Operations Officer is responsible for coordinating all day-to-day aspects of the Region IX Interpreter Training Consortium and provides technical expertise to the College and others as it relates to Sign Language Interpreting.

**REPRESENTATIVE DUTIES:**

Initiate, develop, and carry out all grant-related goals of the grant, including but not limited to: developing workshop curriculum, instructional and student support materials, and associated audio/video materials for interpreter training programs within Region IX, providing technical assistance to interpreter training programs, and providing skill and knowledge enhancement opportunities for sign language interpreters via workshops, mentorships and literature.

Maintain close liaison with local, state, regional, and federal interpreter training programs and consumer organizations.

Maintain a regional national presence in the field via outreach and participation in region-wide and nationwide initiatives.

Coordinate project advisory committee.

Prepare and monitor schedules to ensure tasks are accomplished on time and within budget constraints.

Conduct ongoing program evaluation.

Provide input in the evaluation of support staff.

Maintain all necessary and appropriate records for program funding and accountability.

Prepare all requisite reports and reviews required by the funder, the college, and other regulatory bodies.

Perform other related duties as required to carry out project objectives and meet grant conditions.

**JOB QUALIFICATIONS:**Education and Experience:

Requires a Bachelor's degree or equivalent from an accredited college or university and four years of relevant experience. Must have direct experience as an Interpreter Educator.

**DESIRABLE QUALIFICATIONS:**

Certification by the National Registry of Interpreters of the Deaf or National Association of the Deaf strongly recommended.

**OTHER QUALIFICATIONS:**Knowledge/Areas of Expertise:

Sign language and other visual language Interpreter Training systems.

The role of the interpreter in a variety of settings.

National organizations affiliated with interpreters and deaf persons.

American Sign Language and other visual communication systems.

Prevailing literature and trends in the fields of interpretation and deafness.

Basic computer functions including, but not limited to, word-processing spreadsheet and database programs.

Record-keeping techniques.

Oral, written, and interpersonal communication skills using tact, patience, and courtesy.

Principles of providing training and work direction.

The field of sign language interpretation.

Abilities/Skills:

Work independently within the parameters and guidelines of a federal grant.

Coordinate several tasks or activities simultaneously.

Develop interpreter training workshop curricula.

Work with a variety of diverse individuals to coordinate interpreter skill upgrading workshops and mentorships.

Evaluate workshop proposals for content quality and speaker qualifications.

Demonstrate impartiality and fairness in the selection and approval of requests for funding.

Serve as an expert in the field in the provision of technical assistance to other post-secondary institutions, employers of interpreters, and related organizations/agencies.

Interact with experts in the field of interpretation and deafness at the national level.

Prepare and monitor schedules to ensure completion of grant goals and objections in a timely manner and within budget constraints.

Maintain relationships with local, state, regional, and federal interpreter training and deaf consumer organizations.

Communicate fluently with deaf persons from a wide variety of backgrounds.

Demonstrate respect for the Deaf Community and the field of interpretation.

Licenses or Other Requirements:

Fluency in American Sign Language.

Certification as a sign language interpreter.

Valid California driver's license.

**WORKING CONDITIONS:**

Typical office setting.

Extensive computer and telecommunications work.

Frequent interactions with individuals.

Lift up to 25 pounds.

Occasional travel in and out of state.

Extended periods of sitting or standing with or without accommodations.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.