REQUISITION NO: DNR06216931  DATE POSTED: 01/15/19
POSITION NO: 241694  CLOSING DATE: 01/29/19
POSITION TITLE: Associate Public Information Officer

DEPARTMENT NAME / WORKSITE: Department of Agriculture-Navajo Nation Fair Office / Window Rock, Arizona
WORK DAYS: Mon - Fri  WORK HOURS: 8:00 am - 5:00 pm
REGULAR FULL TIME: ☐  PART TIME: ☐
GRADE/STEP: AR62A  NO. OF HRS./WK.: ☐
$35,755.20 PER ANNUM  $17.19 PER HOUR
SENSITIVE ☐  SEASONAL: ☐  DURATION:
NON-SENSITIVE ☑  TEMPORARY: ☑  12/31/18 to 9/30/19

DUTIES AND RESPONSIBILITIES:
Coordinates with Fair Manager in carrying out assignments for public information operation. Assists management in researching, developing, writing and coordinating media campaigns and pertinent public relation activities; Provides approved information and photographs, media, social media, website, for the press, periodicals, radio, television, education and training use. Assists in review and editing of news releases, newsletters, publications and scripts; schedules interviews with general public for broadcasting on radio, social media, television; assists in developing and producing educational programs and other pertinent public information including social media and websites.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
• A Bachelor’s degree in Public Relations, Journalism, Mass Media Communications, or a closely related field; or an equivalent combination of education and experience.

Special Requirements:
• Possess a valid state driver’s license.

<<A favorable background investigation>>
(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:
Knowledge of techniques and objectives of public relations; knowledge of Navajo Nation government processes; knowledge of electronic news gathering techniques and broadcast industry standards; knowledge of marketing and public relations; knowledge of computer hardware, software and web design applications; Skill in producing written documents, editing news content, formatting written material; skill in social media reporting using multiple reporting processes; skill in establishing and maintaining effective working relationships.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS’ PREFERENCE.