THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04419333
POSITION NO: 244471
POSITION TITLE: Senior Public Information Officer

DEPARTMENT NAME / WORKSITE: Department of Dine' Education/Window Rock, AZ
WORK DAYS: Monday - Friday
WORK HOURS: 8:00am - 5:00pm
REGULAR FULL TIME: ☑
PART TIME: ☐
NO. OF HRS./WK.: ☐
GRADE/STEP: BC64A
SSENSITIVE ☐
SEASONAL ☐
TEMPORARY ☐
DURATION: ☐
$ PER ANNUM: 42,473.60
$ PER HOUR: 20.42

DUTIES AND RESPONSIBILITIES:
Researches, develops, writes and coordinates a media campaign for one or more department programs; coordinates associated public relations activities; researches, outlines and prepares speeches with and for the Superintendent; furnishes information and photographs for weekly/monthly press releases, periodicals, radio, television, education and training use; develops and coordinates the illustration and printing of DODE publications and the Department website. Prepares, reviews, edits, and presents at news conferences; compiles press releases, quarterly newsletters, publications, scripts, and develops powerpoint presentations; advises constituents concerning public relations aspects of policies, practices, procedures, programs, and actions; produces news and public service announcements and educational programs for radio, television, and the website; recruits and arranges public appearances with subject experts, elected officials, dignitaries, and other individuals; assist in conferences/meetings, convention and special meeting arrangements with the Navajo Nation Office of the President, local, federal, and state officials; and prepares requested reports with Department programs and the Administration office.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A Bachelor’s degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field; and three (3) years of experience in journalism, mass media communications, or public relations; 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 public or government organizational processes involving methods and practices of public administration and management compliances; knowledge of current principles & techniques of public info. and relations programs; knowledge of legislative and economic issues affecting the Navajo Nation. Skill in producing written documents, design and layout.

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