

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	<u>DNR0949999</u>	DATE POSTED:	<u>04/20/15</u>				
POSITION NO:	<u>948511</u>	CLOSING DATE:	<u>05/04/15</u>				
POSITION TITLE:	<u>Senior Public Information Officer</u>						
DEPARTMENT NAME / WORKSITE:	<u>Division of Natural Resources - Navajo UMTRA Program - Window Rock, AZ</u>						
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input type="checkbox"/>	GRADE/STEP:	<u>AB64A</u>		
WORK HOURS:	<u>8:00 AM - 5:00 PM</u>	PART TIME:	<input checked="" type="checkbox"/>	NO. OF HRS./WK.:	<u>20</u>	\$ <u>40,414.40</u>	PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>19.43</u>	\$ <u>19.43</u>	PER HOUR
		TEMPORARY:	<input type="checkbox"/>				

**DUTIES AND RESPONSIBILITIES:**

Research, develop, write and coordinate a public relations campaign for the Navajo UMTRA Program. Develop a work plan and associated techniques to improve public relations for an effective working relationship with public, news media, affected chapters, other entities and tribal & federal agencies. Develop and coordinate the illustration and printing of material associated with public relations activities including newsletters, briefing reports, press releases, videos, graphics, brochures, fair booth & educational handouts, etc. Assist with maintaining and updating the UMTRA website. Coordinate public relations activities including related reports for delivery to the public, schools, chapters, media and other entities on proposed and on-going UMTRA program activities. Coordinate and participate in conferences, fair booths and other special events.

Educate the public, schools and other affected entities on program functions and information on the impacts of UMTRA dangers and mine hazards. Attend chapter meetings to report on program activities, on an as-needed basis. Prepare monthly, quarterly, annual and other required reports for delivery to tribal and federal agencies.

Position requires knowledge of government organizational process, current principles, techniques & objectives of public relations; and skill in producing written documents using proper sentence structure, grammar & punctuation.

**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.

**Preferred Qualifications:**

- A Master's degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field.
- Proficient in Microsoft Office software or other computer applications.
- Public relations experience.

**Special Requirements:**

- Possess a valid state driver's license.

***(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 the Navajo culture and communications. Ability to communicate effectively in the Navajo and English languages; ability to prepare technical and complex reports; ability to establish and maintain an effective working relationship with staff, communities, chapters, tribal & federal programs and other entities.

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