

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOT07810038

DATE POSTED: 05/04/15

POSITION NO: 211045

CLOSING DATE: 05/15/15

POSITION TITLE: Public Information Officer

DEPARTMENT NAME / WORKSITE: Department of Highway Safety - TseBonito, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB63A

WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 37,065.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 17.82 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Develops marketing materials used in the media items that include: Press Releases, Billboard Design and Production, Radio Announcements, Social Media Interaction, Website Development, Pamphlets, Posters, Marquee Designs, etc. on traffic safety education campaigns in both Navajo and English. Contact with outside agencies in educating the general public by coordinating efforts with National Agencies such as National Highway Traffic Safety Administration, Federal Highway Administration, National Safe Kids Worldwide, etc. utilizing appropriate media kits for our Navajo Nation-use. Works directly with media outlets such as Newspaper Agencies, Radio Stations, Television Agencies, etc. Develops speeches, templates, power point presentations to be utilized by Department Staff.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field.

Preferred Qualifications:

- Two (2) years of experience interacting with the public.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Must 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 maintain large database files with knowledge of computer server requirements. Knowledge of Navajo Nation road systems. Knowledge of map and graph preparation utilizing data acquired. Skills in analyzing crash (accident) data and preparing a wide variety of documents including maps, base maps, analytical reports, etc. for appropriate agencies. Skill in communicating effectively both orally and in writing. Skill in building effective partnerships with outside agencies (BIA, State Agencies, County Agencies, etc.)

<<A favorable background investigation is required>>

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