

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04413867</u>	DATE POSTED: <u>05/24/17</u>	
POSITION NO: <u>247063</u>	CLOSING DATE: <u>OUF</u>	
Senior Public Information Officer		
Department of Dine' Education - Administration, Window Rock, AZ		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB64A</u>
WORK HOURS: <u>8 hours/ day</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>40,414.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>19.43</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> _____	

DUTIES AND RESPONSIBILITIES:

Researches, develops, writes and coordinates a media campaign for one or more of the thirteen (13) Department programs; coordinates associated public relations activities; researches, outlines and prepares speeches with and for the Superintendent of Schools and Assistant 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; complies press releases, quarterly newsletters, publications, scripts for radio presentations, and develops powerpoint presentations; advises constituents concerning public relations aspects of policies, practices, procedures, programs, and actions; produces news and public service and educational programs for radio and television; recruits and arranges public appearances with subject experts, elected officials, dignitaries, and other individuals; assist in conferences/meetings, conventions, and special meeting arrangements with the Navajo Nation Office of the President, local, federal, BIE 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.

(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 information and public relations programs; knowledge of legislative and education issues affecting the Navajo Nation. Skill in producing written documents, design and layout. Proficient in Microsoft Office or other computer applications.

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