

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

REQUISITION NO:	<b>DPS02115522</b>		DATE POSTED:	05/30/18	
POSITION NO:	240503		CLOSING DATE:	06/27/18	
POSITION TITLE:	<b>Senior Public Information Officer</b>				
DEPARTMENT NAME / WORKSITE:	Navajo Police Department/ Window Rock, Arizona				
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	A164A
WORK HOURS:	8:00AM-5:00PM	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$ 41,017.60 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	\$ 19.72 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Researches, plans and executes information campaigns that disseminate the values of the Navajo Police Department and successes of the NPD for use by governments, the community and interest groups in developing a positive view of the organization. Advises NPD leadership team regarding the content and presentation of information materials submitted for dissemination or other information purposes; Develops communications plans by considering such items as specific topics or aspects to emphasize, the most effective media to use in communicating with intended audiences, the kind of information carious groups want or need, etc. Establishes and maintains effective working relationship with print, digital and broadcast media representatives in disseminating information or answering inquiries about the organizations' operations or activities. As the NPD spokesperson, responds to information requests from the news media and specialized entities and general public on the organization's program in written, digital and oral form. Develops and writes information materials designed to reach national audiences through news media. Organizes and coordinates print and broadcast media interviews with staff members and oversees all arrangements with the media involving agency activities; provides photographs and other material as required. Oversee day to day activities of social media spaces. Writes articles and speeches for NPD personnel; prepares and publishes organization publication in keeping all internal personnel informed of program, activities and career information; writes articles for director to specialized journals and trade entities dealing with organizations, programs and activities for publication in national trade outlets. Directs special events, ceremonies, tours and other activities intended to develop interest in NPD programs. Researches, plans and delivers the message of NPD during disaster/critical operations contributing to saving of lives and protection of property.

**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 and objectives of public information and relations programs. Knowledge of electronic news gathering techniques and broadcast industry standards.

Knowledge of legislative and economic issues affecting the Navajo Nation.

Skill in producing written documents using proper news style, sentence structure, grammar and punctuation.

Skill in evaluating and editing the content, structure and format of a range of written material.

Skill in developing design and layout of materials to be published.

Skill in applying judgment in the release of confidential information.

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