

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

REQUISITION NO: <u>DODE04419771</u>	DATE POSTED: <u>06/09/20</u>	
POSITION NO: <u>244471</u>	CLOSING DATE: <u>OUF</u>	
POSITION TITLE: <u>Senior Public Information Officer</u>		
DEPARTMENT NAME / WORKSITE: <u>Department of Dine' Education/Window Rock, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BC64A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>42,473.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>20.42</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

**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.***