THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0396716** | Date Posted: **07/02/12**

POSITION NO: **242023** | Closing Date: **07/16/12**

CLASS CODE: **2041**

POSITION TITLE: **PUBLIC INFORMATION OFFICER**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday thru Friday**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **R63A**

SALARY:
$ **34,944.00** Per Annum
$ **16.80** Per Hour

DUTIES AND RESPONSIBILITIES:

Designs, writes, develops, and prepares various informational and/or technical materials for publication. Plans and coordinates implementation of projects and programs to meet specific organizational needs and objectives in the areas of media communications and public relation. Serves as liaison and coordinator on public and/or media relations issues; responds as appropriate to both internal and external requests for public information. Designs, constructs, and implements an informational web site as appropriate to the general communications, public relations, and/or promotional needs of the organization. Writes and edits public relations material including news releases, articles, and newsletters. Provides support and represents the organization at various promotional events and business/community meetings as assigned or as appropriate. Assists in assessing needs and planning and formulating the organization's public/media relations policies, strategies, and responses. Performs other job related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

Experience in public relations and mass media communications; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcript, certificate, diploma, etc.).***

Special Knowledge, Skills and Abilities:

Knowledge of electronic news gathering techniques and broadcast industry standards; knowledge in the application of Apple computers and its publishing software, knowledge of legislative and economic issues affecting the Navajo Nation; Strong verbal and written communication skills required; skill in producing written documents using the proper news style, sentence structure, grammar, and punctuation; skill to evaluate and edit 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.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment. Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***