

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0582106

Date Posted: 07/06/10

POSITION NO: 240665

Closing Date: 07/19/10

CLASS CODE: 2041

POSITION TITLE: Public Information Officer

DEPARTMENT NAME: Navajo Parks & Recreation Department

DEPARTMENT NO: 58 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N630A

Days: Varies

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: _____ \$ 33,737.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, to assist the Department Manager and Program Managers and to perform work of providing professional services in support of public information programs and operations, to assist with establishing and managing effective public relations with media representatives, businesses and the public and to perform related work as assigned.

To research, develop, write and coordinate media campaigns; coordinate associated public relations activities for the department; will assist with furnishing outlines, preparing speeches, furnish information and photographs for the press, periodicals, radio, television, education, and training use; will review and determine the needs of defining goals and recommend steps needed to carry out the planned public information for the department.

To assist and manage public relations marketing programs; develop and illustrate and print publications; prepares, reviews, and edits news conferences, releases, newsletters and scripts; advise the Department Manager concerning public relations aspects of policies, procedures, programs and actions. Will be arranging and participating in scheduling, briefing, and broadcasting of radio programs; will produce news, public service for radio; will arrange public appearances with subject experts, elected officials, dignitaries, and other individuals; and to assist in special event arrangements. Represent the Department on the Division of Natural Resources Newsletter Group and assist in the publication of the newsletter. Attend public meetings to present information on the Department.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

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, certificates, diploma, etc.)*

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work involves a minimum of physical effort in an office setting.

Special Knowledge, Skills and Abilities:

Knowledge of public or government organization processes involving methods and practices of public administration and management compliances. Knowledge of current techniques and objectives of public information and relations programs. Knowledge of website development; digital imaging methods and computer applications. Skills in producing written documents using proper news style, sentence structure, grammar and punctuation. Skills in evaluating and editing the contents, structures and formatting a range of written material. Skills in developing design and layout of materials to be published and skills in applying judgment in the release of confidential information.

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