

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD0298136 Date Posted: 08/26/13
POSITION NO: 242660 Closing Date: 09/09/13
CLASS CODE: 2040
POSITION TITLE: SENIOR PUBLIC INFORMATION OFFICER
DEPARTMENT NAME: DIVISION OF COMMUNITY DEVELOPMENT ADMINISTRATION
DEPARTMENT NO: 29 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A
Days: Monday-Friday Permanent: SALARY:
Hours: 8:00 - 5:00 Temporary: Duration: _____ \$ 38,084.80 Per Annum
Part-Time: No. of Hrs/Wk: 40+ \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Prepare and produce press release, newsletters, reports, brochures, resolutions, commendation, other written material and information for public consumption, and other publications regarding DCD programs and services. Assist staff members in preparation of news releases, speeches, and journal articles addressing educational issues; prepare and facilitate the distribution of briefing reports to the media and appropriate individuals: independently prepare a monthly newsletter for the Division Director's or Deputy Director's review: provide content through research, edit, proof and distribute a wide variety of written material including correspondence, bulletins, memoranda, minutes, agendas and forms:

Establish and maintain effective strong communications with the media, divisions, programs, other entities. Maintain contacts with local, state and regional news mass media, businesses, professional groups, chapters, council delegates and other community organizations.

Plan, coordinate, and/or assist in the planning, publicity, and execution of special events such as community events dedication ceremonies, etc. Develop remarks for public events as directed: revise and edit language.

Monitor new publications and other media coverage at local, state and national news and distribute information to appropriate personnel.

Collects data and reviews research materials, determines accuracy and validity of sources and appropriateness for use.

Initiate and promote educational training for community members, students, and other interest groups on DCD programs issues.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's Degree in Public Relations, Journalism, Mass Media Communications, and Marketing or Closely related field; and

Experience:

Three (3) years experience in journalism, mass media communications, or public relations; or equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Microsoft Office 2007/2010, Adobe CS6, Illustrator, Photoshop, Design, Flash ; Premiere Pro; and Dreamweaver.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, ***preferred***.

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