THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR11224717
POSITION NO: 244519
POSITION TITLE: Public Information Officer

DEPARTMENT NAME / WORKSITE: DHR/Administration Office, Window Rock, Arizona

WORK DAYS: Mon-Fri
REGULAR FULL TIME: ☑
GRADE/STEP: BQ63A

WORK HOURS: 8am-5pm
PART TIME: ☐
NO. OF HRS./WK.: ☐

SENSITIVE: ☑
SEASONAL: ☐
DURATION: ☐

NON-SENSITIVE: ☐
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Under direct supervision of the Division Director of Human Resources to conduct effective public relations with other media representatives and programs/departments within the Division. Develops Public Announcements, Press Releases, prepares Speeches and develop reports for Oral Presentations as Online Training, Online Surveying, Webinars and visual aids such as charts, photos. Prepares radio and television educational spots. Individual will be responsible for Event Planning and on-site support and photographic documentation of events. Will be primary coordinator, lead person for Division Events, Will be further responsible for newsletters, press releases, division quarterly reports, division summaries, develop posters, forms, surveys and other event based graphics. Skilled in various software to complete assignments such as the Adobe Premiere, Adobe Acrobat DC, Adobe Illustrator & InDesign, Adobe Photoshop and Adobe Lightroom. Individual will complete other projects as assigned by the Division Director of Human Resources.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
A Bachelor's degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field; or an equivalent combination of education and experience.

Special Requirements:
Possess a valid state driver's license
Receive a favorable background investigation determination

<<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 process involving methods and practices of public administration and management compliances. Knowledge of current principles, techniques and objective of public information and relations programs. Knowledge of electronic news gathering techniques and broadcast industry standards. Knowledge of legislative an economic issues affecting the Navajo Nation. Skill in producing written documents using 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.

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