

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

REQUISITION NO: EPA0159516 DATE POSTED: 11/10/14  
POSITION NO: 242200 CLOSING DATE: 11/24/14  
POSITION TITLE: Senior Public Information Officer

DEPARTMENT NAME / WORKSITE: NNEPA Waste Regulatory Compliance Department - Superfund Program/St. Michaels, AZ  
WORK DAYS: Mon.-Fri. (weekend occas.) REGULAR FULL TIME:  GRADE/STEP: AB64A  
WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 40,414.40 PER ANNUM  
SEASONAL:  DURATION : \$ 19.43 PER HOUR  
TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Independently develops and maintains standard operating procedures of public relations (PR) activities per NN Comprehensive Environmental Response, Compensation, and Liability Act (NNCERCLA) and according to local organized processes and requirements to ensure community involvement; Executes research to maintain and provide compliant public information for press, periodicals, radio, television, community education, & training use, adhering to regulations, principles, and PR objectives; Independently coordinates public meeting events, the content of technical outreach information, after researching, outlining, and preparing agenda and summary; Independently presents project information for the community, at conferences, and in publications; Designs and provides interpretation of technical information in the Navajo language, and ensures communication follows developed project layouts and design of illustrations, photographs, and prints; Maintains PIO files after generating reports of all public relations activities; Produces news and public service on educational programs for radio and television; Arranges public appearances with subject experts, elected officials, dignitaries, and others; Advises coworkers on public relations aspects of policies, practices, procedures, programs, and actions.

**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.

**Preferred Qualifications:**

- A Master's degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field.
- Proficient in Microsoft software or other computer applications.
- Public relations experience.

**Special Requirements:**

- Possess a valid state driver's license.

***(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:**

Public or government organizational processes including methods and practices of PR administration and management compliance; Experience with environmental regulations and compliance; Current principles, techniques, and objectives of public information and relations programs; Electronic news gathering techniques and broadcast industry standards; Legislative and economic issues affecting the Navajo Nation; Writing with proper sentence structure, grammar, and punctuations; Using math skills correctly for reports; Applying judgment in release of confidential information; Developing design and layout of materials to be published.

- During field work, work requires attention to detail with potential exposure to loud noises, dust, toxic chemicals, and fumes while working near site; Additionally, carrying of weight up to 15 lbs. an hour/day for equipment such as laptop, printer, phone, calculator, GPS equipment, digital movie/camera, recorder, and log books.

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