

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD0292720

Date Posted: 12/20/10

POSITION NO: 204743

Closing Date: 01/04/11

CLASS CODE: 2041

POSITION TITLE: Public Information Officer

DEPARTMENT NAME: Division of Community Development

DEPARTMENT NO: 29 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: N630A

Days: Mon-Fri Permanent: SALARY: _____

Hours: 8:00-5:00 Temporary: Duration: _____ \$ 33,737.60 Per Annum

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

DUTIES AND RESPONSIBILITIES:

- > Prepare and produce press releases, 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 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 communications with the media, divisions, programs, other entities. Maintain contacts with local, state and regional news media; businesses, professional groups 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 news publications and other media coverage at local, state and national news and distribute information to appropriate p
- > 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 program issues.
- > Travel required to conduct business; and subject to work evening hours and weekends.
- > Other duties as assigned.

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.
- Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of public or government organizational processes involving methods and practices of public administration and management compliances; knowledge of current principles, techniques and objectives of public information and relations programs; knowledge of electronic news gathering techniques and broadcast industry standards; and knowledge of legislative and economic issues affecting the Navajo Nation.

Skill in producing written document 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; and skill in applying judgement in the release of confidential information.

Efficient in using personal computers and softwares, ie, desktop publishers, word processing, etc.

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