

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0643012

Date Posted: 03/14/11

POSITION NO: 942870

Closing Date: 03/25/11

CLASS CODE: 2040

POSITION TITLE: SENIOR PUBLIC INFORMATION OFFICER

DEPARTMENT NAME: Navajo Division of Health

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N64A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: _____ \$ 36,753.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Research, develop, write and coordinate a media campaign for the Division of Health. Supervise, direct and manage an extensive information and education program with commitment to television, radio and newspaper. Design, edit and finalize content, layout and stories on health related/care information of printing, periodicals, radio and television releases. Supervise the writing and editing of all officials. Supervise and coordinate public hearings, press conferences, tours, recordings and photo shootings. Attend staff meetings, public hearings and other special functions to deliver information and written materials regarding health related issues. Finalize and distribute quarterly newsletter.

QUALIFICATION REQUIREMENTS:

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

Experience:

Three (3) years experience in journalism, mass media communications, or public relations; or 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, degree, certificates, diploma, etc.)

Special Requirements:

Valid State Driver's License (**PREFERRED**) and fluency in the Navajo language.

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