

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

REQUISITION NO: DOE0446877

Date Posted: 08/13/12

POSITION NO: 247063

Closing Date: 08/27/12

CLASS CODE: 2040

POSITION TITLE: SENIOR PUBLIC INFORMATION OFFICER

DEPARTMENT NAME: Department of Dine' Education

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R64A

Days: Mondays - Friday Permanent:  SALARY:

Hours: 8:00am - 5:00pm Temporary:  Duration: Yearly \$ 38,084.80 Per Annum

Part-Time:  No. of Hrs./Wk. 40 \$ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Researches, develops, writes and coordinates a media campaign for one or more department programs; coordinates associated public relations activities; researches, outlines and prepares speeches with and for the Superintendent; furnishes information and photographs for weekly/monthly press releases, periodicals, radio, television, education and training use; develops and coordinates the illustration and printing of DODE publications and the Department website. Prepares, reviews, edits, and presents at news conferences; compiles press releases, quarterly newsletters, publications, scripts, and develops power point presentations; advises constituents concerning public relations aspects of policies, practices, procedures, programs, and actions; produces news and public service announcements and educational programs for radio, television, and the website; recruits and arranges public appearances with subject experts, elected officials, dignitaries, and other individuals; assist in conferences/meetings, convention and special meeting arrangements with the Navajo Nation Office of the President, local, federal, and state officials; and prepares requested reports with Department programs and the Administration office.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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, photography 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 transcripts, 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 of public info. and relations programs; knowledge of legislative and economic issues affecting the Navajo Nation. Skill in producing written documents, design and layout.

**License/Certification Requirements:**

**PREFERRED** : Must possess a current State drivers license.

**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*