THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**LB00310864**	DATE POSTED:	**10/12/15**
POSITION NO:	**243515**	CLOSING DATE:	**10/23/15**
POSITION TITLE:	**Public Information Officer**		
DEPARTMENT NAME / WORKSITE:	**LB/Buy-Back Program/Crownpoint, NM**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☐		GRADE/STEP:	AB63A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☑	May 2015 - Apr 2016		

DUTIES AND RESPONSIBILITIES:

Produce new educational and program materials to communicate with the Navajo public through all means of communication to educate Allotment owners about their options to sell their ownership interests; work on public notices through advertisements and public service announcements through newspapers, television, radio, flyers, posters, and social media of public events and updates on the Buy-Back Program activities. Attend public meetings as to understand public input and concerns so the correctly address from media perspective and helping improve overall operations of the Buy-Back Program. To coordinate development of informational materials on behalf the Program with other government officials. Produce periodic events reports for quarterly reports and for public information on the Buy-Back Program activities for news outlets, programmatic reporting, and feed back to public at meetings or via Community Involvement Specialist reports. Prepare Program activity news releases on events, program status updates, and decisions made by Navajo-USDOI impacting the Program and allotment owners. Arrange high-level meetings that may involve the Program Manager with other multi-governmental officials.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- Two (2) years of experience interacting with the public.
- Proficient in Microsoft Office Software or other computer applications.

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:

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. Knowledge of legislative and economic issues affecting the Navajo Nation. Skill in evaluate and edit the content, structure, and format of range of written material. Skill in developing design and layout of materials to be published. Skill in applying judgement 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.