

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

REQUISITION NO: DOE0442553

Date Posted: 11/08/10

POSITION NO: 247063

Closing Date: 11/22/10

CLASS CODE: 2040

POSITION TITLE: SENIOR PUBLIC INFORMATION OFFICER

DEPARTMENT NAME: Department of Dine' Education - Administration

DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N64A

Days: Monday - Friday

Permanent:

SALARY:

Hours: 8:00AM - 5:00PM

Temporary:

Duration: Yearly \$ 36,753.60 Per Annum

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Researches, develops, writes and coordinates a media campaign for one or more departments or programs; coordinates associated public relations activities; researches, outlines and prepares speeches; furnishes information and photographs for weekly press, periodicals, radio, television, education and training use; develops and coordinates the illustration and printing of publications. Prepares, reviews, edits, and presents news conferences, releases, newsletters, publications, and scripts; advises constituents concerning public relations aspects of policies, practices, procedures, programs, and actions; produces news and public service and educational programs for radio and television; recruits and arranges public appearances with subject experts, elected officials, dignitaries, and other individuals; assist in conference, convention and special arrangements; prepares requested reports

**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 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 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*