

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR0588384

DATE POSTED: 12/30/13

POSITION NO: 241702

CLOSING DATE: 01/13/14

POSITION TITLE: MEDIA REPRESENTATIVE

DEPARTMENT NAME / WORKSITE: Navajo Parks and Recreation Department/ Window Rock, AZ

WORK DAYS: Mon- Fri. REGULAR FULL TIME: GRADE/STEP: Y64A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 39,228.80 PER ANNUM

SEASONAL: Duration: _____ \$ 18.86 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

To provide assistance in planning and developing the department's media programming in line with the goals and objectives; assist with the development of website policies and procedures, provide technical assistance on updating the department website with new information, assist the department staff with updated technology and information for email addresses, to create enhancements and modify the departments website, assess new standards, technology trends and formulate strategies and prepare plans and development of the department's future enhancements to provide assistance and work with department staff and Park Managers relevant to their parks areas on updated information on the website; to be responsible for graphics design, picture and other images such as multimedia resources for the intranet, portals and application; to program hypertext mark up languages and upload web server and to organize and control the publications of documents, designs, pictures, contents that are on the website. Assist in coordinating, promoting and marketing events, setting up and attending trade shows, expos all relating to promoting and marketing the departments special events section. Assist and coordinate with the Department Manager, Park Manager's and Special Events staff in working with the radio, newspaper, television stations in providing information scripts, translation of current issues on the scheduled shoots on television at the park areas and assist with taking photographs at the department special events for the department website. Provide website with new and update information regarding the tribal park areas as well as the Special Events section. Must be able to prepare and develop reports (monthly, quarterly). Attends department staff meetings and other meetings as required.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

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

Two (2) years of experience in communication, broadcasting, film industry, and public relations; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order 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 Navajo Nation geography, demography and resources, knowledge of marketing and promotional trends for special event production, knowledge of electronics news gathering techniques and broadcast industry standards, scrip writing and electronic field production management; Skills in translating current issues and interests into promoting and marketing; skill in working with a variety of communities, business, entities, federal, state, and government and planning, organizing and coordinating media activities and promotional events. Skill in oral and written communication.

Special Requirements:

(Preferred) Applicant must possess a Valid State Driver's License and the ability to obtain a Navajo Nation Operator's Permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.