



# The Kayenta Township Commission

P.O. Box 1490 Kayenta, AZ 86033 Telephone: (928) 697-8451 FAX (928) 697-8461 [www.kayentatownship-nsn.gov](http://www.kayentatownship-nsn.gov)

## **PUBLIC INFORMATION OFFICER**

Manages assigned public information marketing programs; develops and coordinates the illustration and printing of publications; prepares, reviews, and edits news conferences, releases, newsletters, publications, and scripts; advises constituents concerning public relations aspects of policies, practices, procedures, programs, and actions.

Researches, develops, writes, and coordinates media campaigns; coordinates associated public relations activities; researches, outlines, and prepares speeches; furnishes information and photographs for the press, periodicals, radio, television, education, and training use; reviews and determines needs, defines goals and recommends steps needed to carry out a planned public information program.

Arranges and participates in broadcasting of radio and television programs; produces news, public service, and educational programs for radio and television; recruits and arranges public appearances with subject experts; elected officials, dignitaries, and other individuals.

## **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- 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 Kayenta and the Navajo Nation.
- Skill in producing written documents using proper news style, sentence structure, grammar and punctuation.
- Skill to evaluate and edit the content, structure, and format of a range of written material.
- Skill in developing design and layout of materials to be published.
- Skill in applying judgment in the release of confidential information.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Public Relations, Journalism, Mass Media Communications, Marketing or closely related field; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Please submit completed KTC Job Application, a letter of interest with resume and four (4) references to the Kayenta Township Commission, P.O. Box 1490 Kayenta, Arizona 86033 Attention Mr. Gabriel Yazzie, Town Manager. Position is Open Until Filled.