The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 05/23/22
CLOSE: 06/13/22

EXEMPT _X_
NON-EXEMPT ____

POSITION DESCRIPTION

POSITION:	**PUBLIC RELATIONS DIRECTOR**
RESPONSIBLE TO:	Administrative Officer
SALARY:	Step Range: 25-44; Annual/Full Benefits Salary Range: $52,853 - $92,677 Hourly Range: $25.41 - $44.56
CLASSIFICATION:	Management, Regular, Full-time
LOCATION:	The Klamath Tribes 501 Chiloquin Blvd. Chiloquin, OR 97624
BACKGROUND	Comprehensive Employment level

POSITION OBJECTIVES

The Public Relations Director's primary responsibility is to serve as the main point of contact for all Tribal public relations and printed publications. The Public Relations Director is responsible for the production and timely dissemination of information concerning The Klamath Tribes; including but not limited to, Tribal Council press releases, Tribal program information, and Tribal events.

Information may be shared through the Tribal Newsletter, Klamath Notices, Tribal Social Media, Video Production, YouTube videos, brochures, and public news sources as directed; with the goal of ensuring the Tribal Membership is well informed.

This position will supervise the Klamath News Reporter/Editor and support staff.

MAJOR DUTIES AND RESPONSIBILITIES

1. In coordination with Tribal Council, write press releases and produce other media communications to promote The Kamath Tribes. This may include "Tribal News Conferences" at the discretion of the Tribal Chairman, with the potential to answer questions from Tribal Members in real time and share critical information in a timely manner.

2. Serve as the lead point of contact for content management of the Klamath Tribes website, dissemination of electronic notices/information from Tribal departments, Tribal members, and outside entities through the Klamath Tribes centralized process. Ensure accurate and current data is available to the public.

3. Work with Tribal Council to respond to requests for information from the media or to designate an appropriate spokesperson or information source.

4. Manage The Klamath Tribes' social media content; including Facebook and other social medial platforms controlled by the Tribe.

5. Oversee the production of The Klamath Tribes' newsletter. Directly supervise the Reporter/Editor and monitor what is being published.

6. Plan and direct development of communication programs in order to maintain accurate public perceptions of The Tribes' accomplishments, agenda, or environmental responsibility.

7. Screen information submitted for public distribution to insure adherence to Tribal policy or general Tribal practice. Ensure that the communications strategy is consistent and reflects the Tribe's strategic vision.

8. Study the objectives, promotional policies, or needs of The Klamath Tribes to develop public relations strategies that will influence public opinion and promote ideas, and share services or events provided by Tribal Programs.

9. Develop plans or materials to communicate organizational activities that are beneficial to the environment, public safety, or other important social issues. This includes documenting the presence of the Klamath Tribe at events, conferences, and other speaking engagements

10. Consult with Tribal Council and Tribal Departments to arrange promotional campaigns using various types of media to reach the widest number of people as possible.

11. Coordinate assigned multi-media projects, videos, documentaries, annual Restoration Celebration media, and other productions, as relevant to Tribal Government or Tribal Administration.

12. Coordinate Tribal responses to environmental incidents or conflicts that effect the Klamath Tribes.

13. Coordinate logistics for productions or media events.

14. Establish or maintain cooperative relationships with representatives of community, or applicable public interest groups to ensure the Tribe is acknowledged and included.

15. Prepare annual budgets and plans for the department. Review and monitor program expenditures to ensure established budgetary constraints are adhered to.

16. Seek grant funding sources, manage existing grants and contracts in compliance with applicable Tribal and federal laws, regulations and policies. Provide grant reporting as required.

17. Prepare written monthly and quarterly reports as directed.

18. Formulate and oversee the development and maintenance of the department policies and standard operating procedures for Public Relations.

19. Maintain email list serves to quickly disseminate critical information in a timely manner to the target audience.

20. Manage, coordinate, and maintain the use of the Tribal Trade-Show booth at public events.

21. Attend Tribal Council and General Council meetings, as directed.

22. Implement, supervise, and evaluate special, short-term projects as assigned.

23. Exercise the full range of supervisory responsibilities for department staff; establish work schedules and priorities, assign and review work. Evaluate performance and Identify training needs. Keep staff informed of management policies and goals.

24. The incumbent will be called upon to accomplish other tasks within their scope of work.

SUPERVISORY CONTROLS

All major duties are performed with minimal supervision from the Administrative Officer who defines and establishes overall program objectives and operations. These duties are performed using sound judgment and a comprehensive understanding of the operational environment of this position.

The employee plans and schedules recurring work, handles problems, and completes work using own initiative, exercising judgment according to previous training, experience, and instructions. Work is reviewed from an overall standpoint in terms of meeting objectives, effectiveness, and compliance with laws, regulations, policies, and procedures.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge, or ability to quickly learn, and understand the Klamath Tribes' organization, functions, policies, goals, priorities and operating programs.

Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of business and management principles involved in strategic planning, resource allocation, production methods, and coordination of people and resources.

Knowledge of administrative and office procedures and systems such as word processing, managing files and records, designing forms, and workplace terminology.

Able to listen to and understand information and ideas presented through spoken words and sentences. Ability to actively listen giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Able to communicate information and ideas when speaking so others will understand; convey information accurately and effectively.

Able to read and understand information and ideas presented in writing and to communicate information and ideas in writing so others will understand.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Ability to solve complex problems and review related information to develop and evaluate options and implement solutions.

Ability to identify measures or indicators of performance and the actions needed to improve or correct performance, relative to the goals of the Tribe.

Ability to motivate, develop, and direct people as they work, identifying the best people for the job.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.)*

- **REQUIRED** to have a Bachelor Degree in Communication/Public Relations, or related field **OR** equivalent job-related experience may be substituted for degree. Consideration will be given to a relevant combination of education/experience equal to at least four (4) years. *(Submit documentation with application.)*

- **REQUIRED** to submit a substantial journalism writing sample with application. Document provided must reflect the applicant's ability to write professionally, clearly, and succinctly.

- **REQUIRED** to have five years of progressively responsible experience in an administrative capacity, including a minimum of two years of direct staff supervision; at least two years of experience must be directly managing programs.

- **REQUIRED** to have two years of budgetary experience in an administrative capacity and be able to interpret and administer multiple complex funding streams and strict budgetary guidelines as outlined in program grants and memorandums of agreement (MOUs).

- **REQUIRED** to be proficient with computers; emphasis on Microsoft Word, Excel, database and network environment.

- **REQUIRED** to possess excellent oral and written communication skills.

- **REQUIRED** to be ethical and honest, as well as reliable, responsible, dependable and able to fulfil position obligations, including outside of normal work hours.

- **REQUIRED** to communicate and model respect for and towards all clients, Tribal members, Tribal officials, supervisors and co-workers.

- **REQUIRED** to work an alternate schedule, including weekends and evenings as necessary.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

- **REQUIRED** to be fully vaccinated for COVID-19 **or** have approved exemption status before the first day of employment, as per the Klamath Tribes' COVID-19 Mandatory Vaccination Policy.

Preferred Qualifications:

- A Bachelor degree in Communications is preferred.

- Two or more years in a Public Information related field, preferred.

- Positive working experience with Native Americans in a related field, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**