



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 150580-26

OPENING DATE: 07/22/2026

CLOSING DATE: 10/20/2026 or OUF

POSTED: IN/OUT

POSITION: Public Information Officer
PAY GRADE: NE11 (\$37.71/hr. - \$58.75/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Police Department
REPORTS TO: Chief of Police
BACKGROUND LEVEL: Law Enforcement

JOB PURPOSE: The Public Information Officer (PIO) serves as the primary liaison between the Police Department and the public, including media outlets, community organizations, and other approved stakeholders. The PIO is responsible for communicating accurate, timely, and transparent information regarding department operations, public safety initiatives, and critical incidents. This position supports the Department's mission by fostering public trust, promoting open communication, and ensuring consistent, professional messaging across all communication channels. The PIO develops and manages public information strategies, coordinates media relations, and helps maintain positive community engagement while enhancing awareness of the Department's services, programs, and priorities.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES: As approved by the Chief of Police and the Governor, the PIO serves as the Department's official spokesperson for routine updates, emergency communications, and the following:

- Prepares and delivers press releases, statements and briefings.
- Responds to media inquiries in a timely and professional manner.
- Coordinates press conferences, interviews and public announcements.
- Develop and disseminate critical incident information in coordination with IPD command staff & Standard Operating Procedures (SOPs).

- Monitor social media and news coverage during emergencies to address misinformation.
- Maintain readiness to respond on a 24/7 basis during major incidents.
- Promote department programs, initiatives and community policing efforts.
- Attend community events and serve as a representative of the Department.
- Build positive relationships with community groups, stakeholders and local government officials.
- Manage official social media channels and digital communication platforms.
- Create written, visual and video content to educate the public and enhance transparency.
- Maintain consistency in messaging throughout all communication channels.
- Work closely with the Chief of Police, IPD Command Staff, the Governor and Lt. Governors.
- Provide media awareness training and guidance to department personnel.
- Assist in drafting communication plans for the major events, policy changes, and/or department initiatives.
- Maintain archives of media releases, public statements and key communications.
- Analyze media coverage and provide reports to leadership.
- Ensures absolute confidentiality of all official information, files and records.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must be 21 years of age.
- Valid New Mexico's driver's license with ability to meet and maintain Pueblo of Isleta's liability insurance requirements.
- Proficiency in social media management and digital communication tools.
- Shall successfully complete a Human Resources pre-hire physical examination.
- Shall pass Law Enforcement Personal Information Questionnaire (PIQ) background.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

PREFERRED QUALIFICATIONS:

- Associates or a Bachelor's degree in communications, public relations, journalism, public administration and/or a related field.
- Experience in public relations, media relations, government communications, law enforcement, and/or emergency management.
- Experience in managing crisis level communications and operations.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of relevant laws, regulations and rules pertaining to law enforcement and the Pueblo of Isleta.
- Knowledge of the Pueblo of Isleta geographical locations of significance and boundaries.
- Knowledge of tribal customs, beliefs, and ceremonies - provided during HR Orientation.
- Shall maintain confidentiality and use professional discretion when dealing with sensitive information, to include the compartmentalize of information as appropriate.
- Strong written and verbal communication skills.
- Ability to speak clearly and confidently in front of cameras and large groups.
- Experience in law enforcement operations and/or emergency management.
- Ability to work under pressure and meet tight deadlines.

- Ability to create, compose, and edit written materials.
- Ability to gather data, compile information, and prepare reports.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds.
- Excellent judgement, professionalism and interpersonal skills.
- Ability to maintain confidentiality and be subject to polygraph examination, if necessary to ensure confidentiality compliance.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to meet strict timelines.

PHYSICAL DEMANDS:

- Employee regularly required to sit, talk, hear, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of files and office supplies weighting up to 25 lbs.

WORK ENVIRONMENT:

- Most work is performed in a typical office environment.
- Frequent interaction with staff and the public.
- May require to work outside of normal business hours, including nights, weekends and holidays.
- Must be able to respond quickly during critical incident or emergencies.
- Position may involve working in field environments during active scenes or major events.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.