**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a full time **Public Health Director IV.**

**General Duties include**: This position serves at the discretion of the Board of Health. Responsibilities for the position include, but are not limited to; Direct the personnel of a multi-county health department in providing a variety of public health services (medical, environmental, home health and supportive services) to the community served by the department as appointing authority. Perform a variety of tasks such as planning, financial management, organizing and measuring performance of the staff in a district or single county. Assesses and analyzes the health status of each county. Has a close working relationship with state agencies which provide technical assistance and support and may include direct payroll and accounting assistance. Incorporates the Core Public Health Functions and ten essential services of Public health into the practice of the agency. May serve as secretary to the Board of Health. Typically staff complement will be 100 or more employees and/or at least five (5) counties in a district.

**Minimum Education, Training and Experience Requirements**: Master’s degree from an accredited college or university in Business, Public or Health Administration, Public or Community Health, Nursing, Social Science, Education or other related degree. Must have seven (7) years of experience in Public Health or other health related occupations, five (5) years of which must have been in a supervisory or management capacity.

**Substitution for Education**: A Bachelor’s degree from an accredited college or university in Business, Public or Health Administration, Public or Community Health, Nursing, Social Science, Education or other related degree with two (2) years of experience in Public Health or health related field will substitute for the required education. OR a CPH certificate will substitute for the additional two (2) years of experience. Public Health experience preferred.

**Substitution for Education, Training or Experience**: A Bachelor’s degree from an accredited college or university in Business, Public or Health Administration, Public or Community Health, Nursing, Social Science, Education or other related degree with two (2) years of experience in Public Health or health related field will substitute for the required education. OR a CPH certificate will substitute for the additional two (2) years of experience. Public Health experience preferred.

**Starting Salary**: $46.93-$58.35/hr negotiable with additional experience. Grade 30

**Apply at** [https://chfs.wd12.myworkdayjobs.com/CHFS](https://urldefense.com/v3/__https%3A/chfs.wd12.myworkdayjobs.com/CHFS__;!!Db6frn15oIvDD3UI!k21lOHU6p89F8FUDYGApdvE_xwuP_EfggLTzNHEdiS_DkMbH9eIk4z8IajAwRK9o1Hxi05I_l-6GvFpdR1aoucnsUw$) .**Completed application must be submitted by** **(insert date). Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing. Employment may be contingent upon a successful drug screening and background check. Equal Opportunity Employer.

**2) Example of smaller ad to reference website**

The (insert HD name) Health Department is accepting applications for a full time **Public Health Director IV.**

**Starting Salary**: $46.93-$58.35/hr negotiable with additional experience. Grade 30

A full listing of qualifications may be obtained at <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit.aspx>. Apply at [https://chfs.wd12.myworkdayjobs.com/CHFS](https://urldefense.com/v3/__https%3A/chfs.wd12.myworkdayjobs.com/CHFS__;!!Db6frn15oIvDD3UI!k21lOHU6p89F8FUDYGApdvE_xwuP_EfggLTzNHEdiS_DkMbH9eIk4z8IajAwRK9o1Hxi05I_l-6GvFpdR1aoucnsUw$). The completed application must be submitted by **(insert date).** **Transcripts must be provided before the close date if post-secondary education is required or may be substituted for experience. Transcripts must list the degree awarded.** Qualified applicants/employees are subject to a pre-screening, selection for interview, and/or demonstration of skills testing. Employment may be contingent upon a successful drug screening and background check. Equal Opportunity Employer.