**1) Example of Large ad**

The (insert HD Name here) Health Department is accepting applications for a full time **Public Health**

**Director I**.

**General Duties include**: This position serves at the discretion of the Board of Health. Responsibilities for the position include, but are not limited to; Directs the personnel of a local health department in providing a variety of public health services (medical, environmental and supportive services) to the community served by the department as appointing authority. Performs a variety of tasks such as planning, financial management, organizing and measuring performance of staff in a single county. Assesses and analyzes the health status of the 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 supervises 10-30 employees.

**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 three (3) years of experience in Public Health or other health related occupations, one (1) of which must have been in a supervisory or management capacity.

**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.

**Starting Salary**: $37.16-$46.20/ hr negotiable with additional experience. Grade 27

**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 I**.

**Starting Salary**: $37.16-$46.20 /hr negotiable with additional experience. Grade 27

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.