**1) Example of Large ad**

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

**General Duties include**: Provides administrative support services to a Public Health Director. Provides technical management assistance to organizational units within the agency. Performs the duties of the director in her/his absence; and performs other duties as required

**Minimum Education, Training and Experience Requirements**: A Bachelor’s Degree, from an accredited college or university in Business or Public Administration, Health Administration, Public or Community Health, Social Science, Nursing, Education, or other related degree. Five (5) years of experience in Public Health or health related field. Public Health experience preferred.

**Substitution for Education**: None

**Starting Salary**: $34.43-$42.81/ hr negotiable with additional experience. Grade 26

**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 **Assistant Director of Public Health**.

**Starting Salary**: $34.43-$42.81/ hr negotiable with additional experience. Grade 26

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$) .**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.