**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Administrative Specialist II.**

**General Duties include**: Supervises a program(s) that typically performs work of moderate difficulty and complexity in support of the day-to-day operation of the health department. Assignments would include program administration, organizational analysis, budgets, contracts, facility management, computer system(s) and personnel, interpret, monitor, and analyze information regarding operating policies and procedures, administer budget(s) and coordinate staff personnel matters. Provides direct supervision of assigned administrative/program functions. Interprets, administers, and ensures compliance with all departmental personnel policies and procedures throughout the agency; conducts investigations, studies, and/or research on a variety of assigned projects, prepares final reports, coordinates project activities as needed. Ensures appropriate response to Open Records Act requests, provides technical assistance to the Board of Health, public and local officials upon request. Administers the drug and alcohol testing program, payroll, prepares routine reports, distributes daily assignments, develops training, procedural manuals, and training programs, and participates in interviewing, selecting, onboarding, coordinating, and evaluating employees.

**Minimum Education, Training or Experience:** **EDUCATION:**  Bachelors degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Computer Science or related degree and one (1) year in administrative activities such as fiscal and budgeting activities, personnel and planning or closely related activities

**OR**

High School diploma and six (6) years of experience in personnel activities, fiscal and budgeting activities, office management or closely related activities.

**Substitution for Education, Training or Experience**: Education in the subjects listed above will substitute for the experience on a year for year basis not to exceed five (5) years.

**Starting Salary**: $19.15-23.81/hr negotiable with additional experience. Grade 16

**Apply at** [https://chfs.wd12.myworkdayjobs.com/CHFS](https://urldefense.com/v3/__https:/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 (FT/PT) **Administrative Specialist II.**

**Starting Salary**: $19.15-23.81/hr negotiable with additional experience. Grade 16

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:/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.