**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for an (FT/PT) **Administrative Services Manager.**

**General Duties include**: Under the direction of the local health department director or other appropriate management staff, carries a substantial managerial responsibility for several complex administrative functions that support the overall programs and services of the agency. Maintain knowledge of current policies, laws, trends and developments in the agency by reading appropriate policy notices/interpretations or related materials and attending training sessions. Directs all health department purchasing activities, coordinate major equipment purchases and service contracts. Administer the drug and alcohol testing program. Direct all maintenance activities for the health department’s buildings and grounds, plans, schedules and determines work priorities of subordinate personnel based on experience level and current work volume. Manage any number of routine administrative functions for the agency and supervise non-professional level support staff.

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| **Minimum Education, Training or Experience:** Bachelor Degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management or closely related degrees. Three (3) years experience in an administrative or management capacity, where fiscal, budgeting, personnel and planning responsibilities have been demonstrated. |
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**Substitution for Education, Training, or Experience**:

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| **EDUCATION:**  Additional education in the field will substitute for the required experience, not to exceed three (3) years. |
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| **EXPERIENCE:** High School Diploma/GED and five (5) years experience which provides the required knowledge, skills and abilities will substitute for the required education. |

**Starting Salary**: $25.63-$31.86/hr negotiable with additional experience. Grade 21

**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 Services Manager.**

**Starting Salary**: $25.63-$31.86/hr negotiable with additional experience. Grade 21

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.