**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Director of Administrative Services.**

**General Duties include**: Has overall responsibility for the administrative services and functions to provide support of the day to day operation of the agency and meet the various federal and state requirements, including financial management, personnel administration, purchasing, facilities, data processing, inventory, contract services, leases, procurement of goods, services, land, real property etc. Oversees and directs the maintenance of the agency’s financial operation within limits prescribed by law, oversees a comprehensive agency accounting program which complies with GAAP, coordinates the accounting operation, directs operational analyses of accounting systems, subsystems and procedures, directs the agency’s technology planning program and information technology resources, directs the preparation of statutory, regulatory and financial reports, reviews or delegates the review of report contents, oversees and coordinates the preparation of the annual budget, administers budget and its execution for the agency. Provides special analyses and reports to Director and/or Board of Health, represents agency in accounting related interactions/negotiations with other parties, and directs patient billing for the health department in accordance with CCSG, AR, local and state requirements, monitors inventory, approves/recommends selection, transfer, promotion, evaluation and termination of employees according to local personnel regulations and supervises assigned staff.

**Minimum Education, Training or Experience:**

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| A Bachelor’s degree in Business Administration, Public Administration, Public Health, Community Health, Accounting, Human Resource Management, Industrial or Labor Relations.  |
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| Five (5) years of experience in an administrative or management capacity, where finance, budgeting, personnel, or other health related planning responsibilities have been demonstrated. |

**Substitution for Education, Training or Experience**: A Master’s degree with a major in Business Administration, Community Health, Public Health, Accounting, Human Resource Management, Industrial or Labor Relations and one (1) year of experience in an administrative or management capacity where finance, budgeting, personnel, or other health related planning responsibilities have been demonstrated will substitute for the required education.

**Starting Salary**: $30.52-37.95/hr negotiable with additional experience. Grade 24

**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 (FT/PT) **Director of Administrative Services.**

**Starting Salary**: $30.52-37.95/hr negotiable with additional experience. Grade 24

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.