**1) Example of Large ad**

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

**General Duties include**: This position serves under limited direction of the Information Manager or Director. Responsibilities for this position include, but are not limited to; Develops, tests, recommends, installs, configures, monitors and maintains local area network infrastructure. Installs and maintains hardware and software. Performs complex system generations, network device configurations, work station setups and coordinates assignment of node or network address definitions. Assists development, network and production support staff in analyzing requirements for development, modification or retirement of complex departmental systems. Responsible for system support functions during relocation or conversion of critical data files and equipment. Installs and monitors performance of servers on local area networks. Coordinates diagnostic and problem resolution with network support staff. Formulates integrated support plans for multiple local area networks and departmental systems. Manages change control function. Directs action to mitigate network or system degradation. Provides technical assistance to other information systems staff, and participates in systems recovery. Develops acquisition and implementation plans for introduction of network services or automation of system support functions and recommends acquisitions and develops project costs. Attends local/state meetings and training sessions.

**Minimum Education, Training or Experience:** Bachelor Degree and two (2) years of professional systems support experience.

**Substitution for Education, Training or Experience**: An Associate Degree in IT, Network Technology or Programming and two (2) years of experience providing technical assistance related to network equipment or software may substitute for the required experience. A bachelor’s degree in computer science will substitute for on (1) year of the experience requirement. Related technical or vocational training will substitute for the bachelor’s degree requirement on a year-for-year basis.

**Starting Salary**: $20.30-$25.24/hr negotiable with additional experience. Grade 17

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen account and search LHDCOS (search and apply)** 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) **Network Systems Specialist.**

**Starting Salary**: $20.30-$25.24/hr negotiable with additional experience. Grade 17

A full listing of qualifications may be obtained at <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/merit.aspx>.  Apply at <https://KOG.CHFS.KY.GOV/HOME> by creating a citizen account and then search LHDCOS (search and apply).  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.