**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Information Manager.**

**General Duties include**: This position serves under the direction of the Director or other appropriate supervisor. Responsibilities for this position include, but are not limited to; Provide consultation, assistance and assesses agency needs and plans for the use, selection and purchase of computer and communication hardware and software. Responsible for administering district/agency computer network. Works with agency departments to assist with troubleshooting and implementation of new computer applications and upgrades. Responsible for maintenance of the network to ensure it is in proper working order. Responsible for planning and implementing a system backup and recovery program. Train health department staff on use of computer and communication system hardware and software. Maintain internet access, web page design and develop a web site marketing plan. Review technical literature; attend meetings and training opportunities to remain current with scientific, educational and medical developments related to information systems technology and the use of that technology. May supervise.

**Minimum Education, Training or Experience:** Bachelor Degree and three (3) years experience in a multi-user operating system with one (1) year of supervising staff in the IT department.

**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 one 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**: $26.63-$31.86/hr negotiable with additional experience. Grade 21

**Apply at** <https://chfs.wd12.myworkdayjobs.com/CHFS>. 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) **Information 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>.   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.