**1) Example of Large ad**

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

**General Duties include**: This position serves under the direction of the Director or other appropriate supervisor of the local health department. Responsibilities for this position include, but are not limited to;

Plans, organizes, directs and provides a full range of services for programs assigned, directs a staff of technical, non-technical and/or clerical personnel through supervisors assigned and engaged in providing program services, supervise staff in the preparation of case records, directs the implementation of programs and interprets agency policy, plans, regulation and CCSG, Interprets and implements state and federal program mandates and program policies, communicates directly with physicians and other health care providers, serves as a liaison with funding authority and departmental fiscal unit regarding program financial issues, serves as a source of expert information in various fields, including scope of practice, professional standards, assists with or develops clinical protocols, manuals, data bases and records, develops implements and monitors QA, assist in determining the need of staff education and in-service training, interview, select, assign, direct, train, evaluate and discipline staff, evaluates and monitors services and programs by developing procedures and policies, develops and promotes effective relationships with other agencies, determine fiscal requirements and prepare grant proposals including budgetary recommendation, manage and authorize expenditure of program funds for clinical services. Serves as a resource person for staff, participates in the selection, hiring and orientation processes of new employees, evaluates and monitors performance and provides effective feedback of subordinate staff. May supervise personnel staff.

**Minimum Education, Training or Experience:** Master’s Degree in Public Health, Epidemiology, Nursing, Nutrition, Public/Business or Hospital Administration. Two (2) years’ experience a supervisory or management capacity in a Public/Community health agency or health related position that demonstrates the knowledge, skills and abilities.

**Substitution for Education, Training or Experience**: Bachelors Degree in Public Health, Epidemiology, Nursing, Nutrition, Public/Business or Hospital Administration with two (2) years’ experience in a supervisory or management capacity in a Public/Community health agency or health related position that demonstrate the 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://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) **Public Health 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://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.