**1) Example of Large ad**

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

**General Duties include**: This position serves under the policy direction of the Director of Nursing and/or Public Health Director. Responsibilities for this position include, but are not limited to; Provide basic nursing care on a very limited basis, as needed. Approximately 80% of the time spent in overall management and guidance to the nursing programs for specifically assigned areas. As an expert nursing resource person, interpret and facilitate programmatic policies and protocols to ensure uniform delivery of nursing services. Anticipate potential problem situations and intervene to offset any adverse impact, convey specific problems to the Director of Nursing or Public Health Director. Actively participate in policy development, quality assurance, utilization reviews and ensure agency is compliant with state and local rules and regulations. Develop and maintain clinic/program records. Assign and oversee activities of the Nurse Supervisors. Assure adequate coverage of service. Prepare formal performance reports, as indicated, for local and state agencies. Supervise staff training in nursing technique and procedures. Complete performance evaluations for assigned staff. Recommend promotion and salary advancement when appropriate. Interview and make recommendations regarding potential employees.

**Minimum Education, Training or Experience:** See Special Requirements. Six (6) years of Registered Nurse (RN) experience of which two (2) years include supervisory experience.

**Substitution for Education, Training or Experience**: BSN may substitute for four (4) years required experience. Master’s Degree in Nursing, Nursing Administration, Nursing Education or Public health may substitute for the five (5) years of experience.

**Special Requirements**: (Age, Licensure, Regulation, Etc.) Must have RN license in Kentucky or compact state. Nurse Administrator having primary responsibilities working with Public Health Nurses (PHNs) must have BSN or higher.

**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!kQuymUEOe_IkkUzHJim0vgrGsnuBclN8eU1GOsNY_eaaH_mxx6Z_I3yfjmLYbtLvU5sFP6hxORGz62WjGIcmAzsKzb03$) 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) **Nurse Administrator.**

**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!kQuymUEOe_IkkUzHJim0vgrGsnuBclN8eU1GOsNY_eaaH_mxx6Z_I3yfjmLYbtLvU5sFP6hxORGz62WjGIcmAzsKzb03$) 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.