**1) Example of Large ad**

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

**General Duties include**: Performs work of considerable complexity and difficulty in supervising a staff of environmental health or other health related professionals engaged in a comprehensive environmental health program. This incumbent may be considered as a first-line supervisor combining supervisory and ongoing environmental health program responsibilities. With extensive knowledge of the principles of science as applied to environmental health, may supervise a staff of health environmentalists engaged in providing a full range of environmental health programs in an assigned area. May counsel with problem employees which may involve disciplinary actions when appropriate following the administrative rules and regulations, performs such personnel functions as preparing performance appraisals and evaluations, approving leave and monitoring leave usage and interview job applicants; provides on-the-job training for new personnel; manages environmental health activities and/or manages technically sensitive environmental health activities requiring a higher degree of expertise.

**Minimum Education, Training or Experience:** Bachelors Degree from a college or university with a minor or twenty-four (24) semester hours in environmental health, biological or physical science or registration as a Kentucky Environmental Specialist/Sanitarian under KRS 223 and four (4) years of experience as a health environmentalist performing inspections.

**Special Requirements:** Must possess and maintain a valid driver’s license.

Note: an individual upon employment must become registered under the provisions of KRS 223 to remain a permanent employee per Administrative Regulations 902KAR 8:080.

**Starting Salary**: $27.16-$33.78/hr negotiable with additional experience. Grade 22

**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 (FT/PT) **Environmental Health Program Manager.**

**Starting Salary**: : $27.16-$33.78/hr negotiable with additional experience. Grade 22

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$). Create a citizen’s account and 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.