**1) Example of Large ad**

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

**General Duties include**: Responsible for working independently to plan, develop. Organize and direct a comprehensive environmental health program. With thorough knowledge of environmental principles, policies, regulations and methods, prepares administrative rules, regulations and policies relating to environmental health programs; makes policy decision subject to administrative approval and initiates plan for environmental health programs based on environmental and public health laws and regulations, to prevent health hazards to the consumer; gives guidance and direction to subordinate program administrators within the district/county; develops administrative methods which may include reports, staff meetings and on-site visits to monitor program utilization, time, efficiency and to analyze operational procedures; prepares detailed and comprehensive program and operational reports to improve efficiency and implements recommended changes; assesses the need for training and requests that appropriate training programs be developed and implemented; evaluates the performance of employees and counsels with problem employees and initiates disciplinary actions when appropriate, following the administrative rules and regulations; recommends promotion and salary advancements when appropriate and interviews and makes recommendations on potential employees.

**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 five (5) years of experience in the environmental field with at least one (1) year of experience in an administrative or supervisory capacity.

**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**: $30.52-$37.95/hr negotiable with additional experience. Grade 24

**Apply at** [https://chfs.wd12.myworkdayjobs.com/CHFS](https://urldefense.com/v3/__https:/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 Director.**

**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:/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.