**1) Example of Large ad**

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

**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; Serve as subject expert, establish program goals and objectives and determine priorities for the program area of responsibility. Serve as liaison with funding authority and departmental fiscal unit regarding program financial issues, prepare annual and quarterly reports. Conduct educational outreach activities and develop program information materials for distribution. Prepare reports and analyze setting forth the progress, adverse trends and appropriate recommendations or conclusions. Provide administrative assistance to departmental staff within the assigned program area. Monitor and evaluate program effectiveness, investigate trends and recommend and implement modifications to improve program effectiveness. Plan, coordinate and administer activation of assigned program to include developing, implementing procedures, processes, services and systems. Train employees in proper methods and procedures and ensure correctness of work. Interpret laws, regulations, policies and procedures regarding program requirements. Review records and reports submitted by program requests or agency staff and ensure compliance with federal and state law regulations and policies.

**Minimum Education, Training or Experience:** Bachelors Degree.

**Substitution for Education, Training or Experience**: HS diploma/GED and combined education and experience totaling five (5) years in Public/Community health agency or health related field that can demonstrate the knowledge, skills and abilities will substitute for the required education.

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

**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 Program Specialist.**

**Starting Salary**: $17.04-$21.19/hr negotiable with additional experience. Grade 14

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.