**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a (FT/PT) **Director of Nutrition Services.**

**General Duties include**: This position serves under the general direction of the Public Health Director/Administrator. Responsibilities for this position include, but are not limited to: Eighty (80) to ninety (90) percent of time is spent performing administrative/management activities. Perform complex nutrition management that requires the independent application of experienced judgment and skill. Responsible for recruiting, directing nutritional staff and assessing community nutrition needs. Collaborating with state and community agencies and assure that community groups receive appropriate nutrition education to assist in adequate and appropriate nutrition intake. Monitoring and evaluating nutrition services, operations and budgets and serves as the chief specialist on nutrition for the local health department. Serves as an advisor to the agency’s director on all matters pertaining to nutrition. Interpret and support the purposes, philosophy and objectives of the agency. Maintain quality of services in accordance with agency policies and as outlined in the Public Health Practice Reference (PHPR) and Administrative Reference (AR). Establish/develop and update agency and state policies and procedures. Conduct QA and utilization reviews and develop and implement plans for in-service training and continuing education.

**Minimum Education, Training or Experience:** Bachelors Degree in human nutrition, dietetics, food and nutrition, community nutrition, food systems management or related area. Five (5) years of experience as a Registered Dietitian/Certified Nutrition with two (2) of the five (5) years in a supervisory capacity. A Master’s degree in human nutrition, dietetics, food and nutrition, community nutrition, food systems management or a relater degree will substitute for one (1) year of required experience.

**Special Requirements**: Must be a Registered Dietitian (RD) as provided by the Kentucky Board of Licensure and Certification as provided in KRS 310.021 or be certified as a Certified Nutritionist (CN) by the Kentucky State Board of Licensure and Certification as provided in KRS 310.031.

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

**Apply at** [**https://KOG.CHFS.KY.GOV/HOME**](https://KOG.CHFS.KY.GOV/HOME). **Create a citizen’s 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) **Director of Nutrition Services.**

**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://KOG.CHFS.KY.GOV/HOME>. 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.