**1) Example of Large ad**

The (insert HD name) Health Department is accepting applications for a full time (FT/PT) **Environmental Laboratory Supervisor.**

**General Duties include**: This position serves under minimal direction of the Environmental Laboratory Director or Director. Responsibilities for this position include, but are not limited to: Plan, develop, execute, organize and direct the functions of the environmental laboratory that performs testing of milk, water and other samples affecting the general public. Has considerable knowledge of laboratory applications, laws and rules. Ability to carry out and consult with staff and the public on environmental health issues, as related to the laboratory. Supervise analysts who have responsibility for environmental analysis. Prepare statistical and technical reports on specialized projects. Maintain inventory of laboratory equipment and supplies. Recommend changes in procedures and methods. Maintain working relationship with local, state and federal officials to coordinate laboratory activities. Provide consultative services to laboratory staff and other personnel. Review employee’s techniques for accuracy and validity. Attend specific meetings and conferences concerning the use of laboratory methods. Prepare management reports and staff patterns and perform laboratory analysis, if needed.

**Minimum Education, Training or Experience:** Bachelor Degree in microbiology, biology, chemistry or comparable area and three (3) years’ experience in laboratory setting.

**Substitution for Education, Training or Experience**: Masters Degree in microbiology, chemistry will substitute for one (1) year of required experience

**Starting Salary**: $25.63-$31.86/hr negotiable with additional experience. Grade 21

**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 full time (FT/PT) **Environmental Laboratory Supervisor.**

**Starting Salary**: $25.63-$31.86/hr negotiable with additional experience. Grade 21

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.