**1) Example of Large ad**

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

**General Duties include**: This position serves under minimal supervision of the 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 first-time supervisors who have responsibility for environmental analyses. Establish, evaluate and maintain administrative, analytical and quality assurance procedures. Prepare and direct training programs. Ensure development of staff: assess training needs by establishing training expectations and conducting on the job training and conduct employee performance evaluations. Interview prospective employees. Confer with current employees on work-related problems. Conduct staff meetings to interpret policies and procedures and to obtain and disseminate information to and from staff. Oversee all laboratory records and the purchase of equipment and supplies. Incorporate standards required by the laboratory regulatory agencies. Compile and annually review laboratory standard operating procedures. Provide consult services to laboratory staff and other personnel. Maintain working relationship with local, state and federal officials to coordinate laboratory activities. Develop and manage the laboratory’s budget. Review employee’s techniques for accuracy and validity. Attend specific meetings and conferences concerning the use of laboratory methods and performs laboratory analysis, if needed. Implement changes in procedures and methods. Make policy decisions and interprets regulations.

**Minimum Education, Training or Experience:** Bachelor Degree in microbiology, biology, chemistry or comparable area and five (5) years’ experience in laboratory setting with at least one (1) year of experience in an administrative or supervisory capacity.

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

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