



Lake City Area Schools

Office of the Superintendent

710 E. Mitchell Street, P.O. Box 900
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www.lakecityschools.net
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Kimberly A. Blaszak
Superintendent

November 7, 2017

NOTICE

POSITION OPENING

ADMINISTRATIVE SECRETARY

Lake City Area Schools seeks an Administrative Secretary to support the Superintendent and Business Office functions of the District's Central Office in a professional and confidential manner. Successful candidate will have experience in performing administrative, financial, human resources and clerical tasks to facilitate efficient office operation. Working knowledge of Microsoft Office Suite, school law, legal contracts, budgeting, comprehension of financial accounting concepts, as well as a demonstrated organizational skills and the ability to problem solve and prioritize tasks and responsibilities is preferred.

Minimum of an Associate's Degree in related field, Bachelor's Degree desired.

This is a classified contract, non-bargaining unit position.

Please apply outlining your qualifications, in writing, to Mrs. Kimberly Blaszak, Superintendent, Lake City Area Schools, PO Box 900, Lake City, MI 49651.

Deadline – November 17, 2017

The Lake City Area School community will provide an academically challenging environment that develops the intellectual, social, emotional, physical and creative well-being of all students.