

HILLSDALE COUNTY ROAD COMMISSION  
1919 HUDSON ROAD, HILLSDALE MI, 49242

HELP WANTED ADVERTISEMENT

ADMINISTRATIVE SERVICES SPECIALIST

The Hillsdale County Road Commission is accepting applications to fill the position of an Administrative Services Specialist. Qualified candidates must possess Associates Degree in business administration, public administration, accounting or a related field. Three to five years of broad administrative experience, proficient in writing and business administration. At the sole discretion of the Manager, an equivalent combination of education and experience may be considered. Base rate of pay between \$25.00-27.00. Ability to pass a physical and drug screen. Applications and job descriptions are available at the road commission office on M-99 at Steamburg Road, Hillsdale, between 6:30am and 3:30pm Monday – Thursday or on our website at [www.hillsdalecrc.org](http://www.hillsdalecrc.org). Completed applications can be emailed to [hillsdale@hillsdalecrc.org](mailto:hillsdale@hillsdalecrc.org), mailed to the address above or hand delivered. Applications must be completed in the applicant's own handwriting, applications will be accepted until August 24, 2026.

AN EQUAL OPPORTUNITY EMPLOYER