

<i>Job Title</i>	Procurement Specialist	<i>Job Code</i>	60	<i>FLSA</i>	Exempt
<i>Job Family</i>	Professional	<i>Grade</i>	32		
<i>Department</i>	Administration	<i>Created Date</i>	9-14-2016		
<i>Reports to</i>	Manager of Procurement	<i>Revised Date</i>	7-7-2017		

JOB SUMMARY

Working within established guidelines, policies, and procedures, this position is responsible for meeting the organization's buying needs for goods and services, at the most competitive prices and advantageous terms. The role of this position is to bridge the gap between internal needs for goods and services, as defined by various departments and individuals and approved by appropriate levels of authority, by providing procurement services. The role is responsible for identifying and building relationships with high-quality vendors and managing contractual purchasing agreements.

ESSENTIAL DUTIES & RESPONSIBILITIES

Procurement Activities

- Prepares Request for Proposals, Request for Bids, and Request for Qualifications.
- Monitors/manages contract expiration dates.
- Prepares contracts.
- Responds to questions from staff and contractors regarding bid specifications and purchasing procedures.
- Verifies all prices, shipping terms and methods, and delivery dates before confirming or placing orders.
- Carries out the necessary follow-up and/or expediting activities to ensure JMAA requirements on delivery, terms, pricing, and invoicing are met.
- Works with suppliers and service providers to resolve invoicing problems, replacement, and return of materials/supplies not conforming to purchase specifications and/or needs of JMAA, cancellation of orders as necessary, and warranty issues.
- Coordinates receiving of goods and materials to include shipping documentation with the Messenger/Administrative Clerk.
- Maintains, reviews, and monitors required procurement documentation.

Purchasing Card and Card-less Travel Account Management

- Coordinates and controls the use of the JMAA Purchasing Card to facilitate purchases and consolidate invoicing.
- Coordinates the procurement of travel services for staff to include assistance with identification of appropriate services in compliance with JMAA's Travel Policy for Airport Authority Staff including preparation of JMAA Training and Travel Request forms.
- Retains documentation on staff travel to include approved:
 - Requests for Participation in Trade/Industry Association Leadership
 - Staff Travel Reports
 - Staff Travel Advance/Expense Report Status Notices
- Completes requests for Participation in Trade/Industry Association Leadership Staff Travel Reports.
- Completes Staff Travel Advance/Expense Report Status Notices.
- Provides training on travel and training procurement as deemed appropriate or necessary from time to time.
- In coordination with the Executive Assistant, assists with the procurement of travel services for Board of Commissioners to include assistance with identification of appropriate services in compliance with JMAA's Travel Policy for Airport Authority Commissioners and preparation of Airport Authority Commissioner's Travel Reports.
- Completes request for Participation in Trade/Industry Association Leadership Airport Authority Commissioners Reports.

Vendor Management

- In coordination with DBE Program Office, Capital Programming, the Properties Manager, and JMAA staff project managers, maintains current information on active professional and non-professional service providers and product vendors.
- Assists in identifying opportunities for new providers/vendors.
- Coordinates the maintenance of Non-DBE providers '/vendors' records in JMAA's vendor management systems.
- Coordinates with all departments concerning supplies/materials and maintains contacts with vendors to keep abreast of new products, changes in existing products, and changes within the vendor 's company.
- Maintains appropriate reference catalogs, price listings, vendor references, product lines, and updates appropriate files and logs in support of the procurement function.
- Meets with vendors to resolve service/performance issues.

Warranties and Service Packages

- Coordinates with all departments to procure appropriate warranties and service packages as part of initial purchase options.
- Coordinates with all departments to procure routine or recurring non-professional services.
- Maintains information on available service providers for various equipment, to include rates and manufacturers' authorizations.

Special Events and Catering

- Maintains information on caterers, decorators, linen suppliers, florists, entertainers, and other services generally utilized for special events and programs.
- Develops and maintains Special Events and Catering service request forms, and other documentation to assist in planning for and procuring resources for events and catered functions to include: furnishings, audio visual requirements, and other support materials (signs, banners, commemorative and printed materials, etc.).
- May perform other duties as assigned.

LEADERSHIP AND SUPERVISORY

- The position reports to the Procurement Manager.
- This position has no supervisory responsibilities.

EDUCATION & EXPERIENCE (including required licenses or certifications)

- Bachelor's degree in business, accounting, or related field.
- Four years of experience in high-volume purchasing environment.
- OR
- Equivalent education and experience; High School diploma and at least six years of directly related experience.

COMPETENCIES

Employee Core

- *Customer Focus* - The ability to proactively meet the needs of internal and external customers in order to provide best-in-class customer experiences.
- *Continuous Improvement* - The knowledge of goal setting and measuring performance in order to improve processes and procedures.
- *Communication* - The ability to express thoughts effectively to encourage productive dialogue and generate useful information.
- *Collaboration* - The ability to work cooperatively with others to build the strength of the team.
- *Commitment* – The ability to take personal responsibility due to one's sense of ownership and pride in the Authority.

Job-Specific Knowledge, Skills & Abilities

- Knowledge of and ability to follow State, Federal, and JMAA's procurement policies and procedures.
- Ability to work independently.
- Ability to operate office equipment.
- Ability to communicate clearly verbally and in writing, ensuring mutual understanding of all terms and conditions.
- Ability to apply a high level of mental concentration and attention to detail throughout the day.

ENVIRONMENT & WORKING CONDITIONS

- Work is performed in an office setting.

PHYSICAL DEMANDS (including requirements for travel or working nights/weekends/holidays) Requires:

- Sitting 6-8 hours per day, with occasional walking, reaching, and bending to retrieve and file documents.
- A high degree of mental concentration throughout the day.
- Vision and hearing to enable effective communication.
- Dexterity to operate keyboards and office equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

Jackson Municipal Airport Authority
Human Resources Department
Post Office Box 98109
Jackson, MS 39298-8109
Fax: (601) 664-3514
Email: recruiter@jmaa.com
Acceptance deadline is **October 19, 2017**
EOE



100 INTERNATIONAL DRIVE*SUITE 300*JACKSON, MISSISSIPPI*39208

Application For Employment (Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: **PROCUREMENT SPECIALIST**

ADVERTISEMENT PERIOD: **10/05/2017 - 10/19/2017**

PERSONAL				
NAME _____				
(Last)	(First)	(Middle Initial)		
ADDRESS _____				
(Street Address)	(City)	(State)	(Zip)	
HOME PHONE NO. (____) _____		ALTERNATE PHONE NO. (____) _____		
SOCIAL SECURITY # _____				
DRIVER LICENSE # _____		Class _____	Expiration _____	State _____

When will you be available to begin if selected for the position? _____

Are you available to work shifts? Yes ___ No ___

Are you authorized to work in the U.S. on an unrestricted basis? Yes ___ No ___

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been employed with JMAA before? Yes ___ No ___

If yes, give dates _____

Have you ever been convicted of a crime other than minor traffic violations? Yes ___ No ___

If yes, state nature of offense, when, where and disposition _____

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes ___ No ___

If yes, list names and relationship _____

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid drivers license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

NAME: _____

SOCIAL SECURITY NO.: _____

Education & Training

	High School	College/Technical/Business	Graduate School
School Name & Location			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4 5
Diploma/Degree (Verification of education required) Describe Course of Study:			
Describe Specialized Training, Apprenticeships, Skills, Extra-Curricular Activities, Foreign Languages:			

Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____ Telephone No. (____) _____

Company Name _____ Employed (Indicate Month, Day and Year)

Address _____ From _____ To _____

_____ Annual Salary

Name of Supervisor _____ Start _____ Last _____

Describe Your Duties _____ Reason for Leaving _____

_____ May We Contact This Employer? Yes No

_____ If No, Please Explain _____

Full Time _____ Part-Time _____

NAME: _____

SOCIAL SECURITY NO.: _____

Your Job Title _____ Telephone No. (____) _____

Company Name _____ Employed (Indicate Month, Day and Year)

Address _____ From _____ To _____

Name of Supervisor _____ Annual Salary
Start _____ Last _____

Describe Your Duties _____ Reason for Leaving _____

_____ May We Contact This Employer? Yes No

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Address _____ From _____ To _____

Name of Supervisor _____ Annual Salary
Start _____ Last _____

Describe Your Duties _____ Reason for Leaving _____

_____ May We Contact This Employer? Yes No

_____ If No, Please Explain _____

Full Time _____ Part-Time _____

Additional Skills

State any additional information you feel may be helpful to us in considering your application.

Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

Professional References:

List the name, title, contact information, and relationship of at least three references who are not related to you.

Name	Title	Contact Information	Relationship

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I understand that for Certified Police Officer positions, a psychological examination is also required. I agree, upon request, to sign all necessary authorization and consent forms.

Signature of Applicant

Date

THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.



Jackson Municipal Airport Authority
Human Resources Department
Post Office Box 98109
Jackson, MS 39298-8109
Fax: (601) 664-3514

Authorization to Release Employment Information

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from any and all liability for damages of any kind because of compliance with this authorization, and request you to release the information requested.

Please print all information legibly with black ink.

Full Name

Social Security Number

Current Address

Telephone Number(s)

(Day)

(Evening)

Signature of Applicant

Date