

## **Jackson Municipal Airport Authority Properties Manager**

Under the direction of the Director of Business Development, the Properties Manager manages matters related to property and facility development, utilization, services, and general compliance with related JMAA agreements, Policies and Procedures. Serves as the primary program coordinator and point of contact for JMAA's property management, concessions and advertising programs. Starting salary \$50,000.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Business Development.

**EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES** – Essential and important duties and responsibilities may include, but are not limited to the following:

#### **Property Management:**

Coordinates the monitoring and inspection of JMAA facilities, leases and contracts for compliance with JMAA and tenant contractual obligations, insurance and other financial requirements.

Serves as the point of contact for tenants and airport users to address utilization of facilities and provisions of services.

Develops strategies for business development initiatives and recommends the same to the Director of Business Development, Marketing and Communications.

Completes monthly, quarterly, and annual statistical reports, analyzes trends for future economic and business development, and provides recommendations and updates as requested.

Assists with the development, implementation and monitoring of revenue and expense control systems as they relate to the Airport Authority's properties, facilities and equipment.

Manages insurance program elements on behalf of JMAA to ensure that the Airport Authority's liability and exposure is limited or minimized by internal policies and or compliance with minimum insurance standards imposed on facility users, professional service providers, contractors, concessionaires and others conducting business at Airport Authority facilities and on Airport Authority properties.

Interfaces with tenants and the public regarding inquiries and requests. Where necessary, coordinates the proper responses with other JMAA staff.

### **Concessions:**

Coordinates the activities of airport concessionaires and service providers in relation to terms of existing agreements with JMAA, proposes modifications and amendments with the goal of increasing service to patrons and maximizing JMAA revenues.

Measure and assess customer and employee satisfaction; collect and analyze data on customer demographics, preferences, needs and buying habits to identify potential markets and factors affecting product demand.

Forecast and track marketing and sales trends, analyzing collected data; measure the effectiveness of marketing, advertising, and communication programs and strategies.

Coordinate regular meetings with concessions representatives to share information and proposals concerning the promotion, distribution, design, and pricing of company products or services.

Routinely coordinate with JMAA's Disadvantaged Business Enterprise Department to collect and record DBE participation in JMAA concessions agreements, and remain familiar with ACDBE and DBE regulations, and follow trends in trade literature related to these programs.

### **Advertising:**

Generally responsible for the overall advertising opportunities at Airport Authority facilities; and for advertising JMAA's services to the public.

At the direction of the Business Development Director, prepare Requests for proposals and assist in the negotiations of advertising sales and contracts.

Oversee and ensure compliance with advertising policies and strategies for the Airport Authority both internal and external, by reviewing layouts and advertising copy and editing scripts, audio and video tapes, and other promotional material for adherence.

Confer with department heads to discuss topics such as contracts, selection of advertising media, or service/events to be advertised.

Prepare reports on sales figures, marketing or technical advice

Prepare reports on sales figures, marketing methods and venues.

### **QUALIFICATIONS:**

#### **Knowledge of and skills:**

Must possess good communication skills, both verbal and written, and be able to adequately relay data, facts and information.

Able to interpret and understand leases, contracts and agreements.

Must be able to concentrate for extended periods of time on legal documents.

Must possess the ability to use sound judgment and respond quickly if required.

Must be able to draft, interpret, and respond to written and verbal communications.

Must be able to operate general office equipment and drive an automobile.

**Education and Experience:**

A bachelor's degree in business administration, general business or accounting is preferred. Other related degrees may be acceptable.

Three years' experience in activities related to contracts, leases or agreements. Must also have three years' experience in budget preparation and revenue control systems.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid Mississippi driver's license.

Ability to acquire and maintain AOA driver's license; maintain secure SIDA area and sterile area and AOA security clearances.

**Jackson Municipal Airport Authority  
Human Resources Department  
Post Office Box 98109  
Jackson, MS 39298-8109  
Fax: (601) 664-3514  
Email: [recruiter@jmaa.com](mailto:recruiter@jmaa.com)  
Acceptance deadline is **April 20, 2017**  
EOE**

**\*\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\*\***

**EOE, M/F, D/V**

# APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Applied For:	Today's Date:
Name (Last)                      (First)                      (MI)	Social Security Number:
Address:	Telephone Number:
City                      State                      Zip	Date of Birth
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check one of the following: (Ethnic Origin)	
<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	
Referral Source: <input type="checkbox"/> College/Tech School <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify_____	



# 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: **PROPERTIES MANAGER**

ADVERTISEMENT PERIOD: **04/05/2017 - 04/20/2017**

### 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 _____
Name of Supervisor _____	Annual Salary Start _____ Last _____
Describe Your Duties _____ _____ _____	Reason for Leaving _____ _____
	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
	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

\_\_\_\_\_

If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_

Part-Time \_\_\_\_\_

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

\_\_\_\_\_

If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_

Part-Time \_\_\_\_\_

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 <input type="checkbox"/> No <input type="checkbox"/>
	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.

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

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**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