



Administrative Supervisor

The administrative supervisor is responsible for the overall administrative functions for Jackson Municipal Airport Authority and oversees the support of JMAA's leadership team. In conjunction with providing administrative support, the incumbent will supervise other administrative staff, offering guidance and training while delegating work. The job is to ensure that day-to-day operations of the organization run smoothly.

Administrative Supervisor Duties and Responsibilities

Hire Administrative Staff

The Administrative Supervisor participates in the hiring process of administrative staff. They notify Human Resources when additional staff members are needed and participates in the interviewing process.

Train Administrative Staff

The supervisor will provide guidance and coaching, training to all new incoming staff as well as provides any necessary additional training to current staff.

Manage Administrative Staff

As the direct supervisor for administrative and support staff, the Administrative Supervisor is responsible for assigning job duties to individual staff members and prioritizing workloads. They ensure that tasks are completed in an effective and timely manner.

Evaluate Administrative Staff Performance

In order to ensure their team's ongoing success, the Administrative Supervisor must continually evaluate their staff members and provide feedback for improvement. They are also responsible for identifying areas of weakness, departmental inefficiencies and providing appropriate recommendations for resolving these issues. They ensure employees act in accordance with JMAA policies and implement disciplinary action when necessary.

Perform Administrative Tasks

The administrative supervisor will also assist with administrative tasks as needed. This can include managing calendars, responding to email and phone messages, assisting with customer requests and questions, coordinating meetings, compiling meeting materials and documents, creating presentations, booking travel and providing executive staff with support as needed.

Administrative Supervisor Skills

The administrative supervisor is a organized multi-taskers and excellent communicator with strong decision making abilities. They play an important management role, and in order to be successful they must be capable of prioritizing duties and exhibiting leadership skills, which includes a capacity for educating employees as well as an ability to be an assertive supervisor.

Core skills: If you want to work as an Administrative Supervisor, focus on the following.

- Supervisory Experience
- Proficiency in Microsoft Office programs, such as Word, PowerPoint and Excel
- Demonstrating ability to multitask, create spreadsheets, presentations, etc.

Please submit a completed copy of the following employment application to:

**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 **March 22, 2019**
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: Administrative Supervisor			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) White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native 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 Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify _____					



JACKSON MUNICIPAL AIRPORT AUTHORITY

Your Connection to the World

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: **Administrative Supervisor**

ADVERTISEMENT PERIOD: **03/12/2019–03/22/2019**

PERSONAL

NAME _____

(Last)

(First)

(Middle Initial)

ADDRESS _____

(Street Address)

(City)

(State)

(Zip)

HOME PHONE NO. (____) _____ ALTERNATE PHONE NO. (____) _____

SOCIAL SECURITY # _____ EMAIL _____

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

	<i>High School</i>	<i>College/Technical/Business</i>	<i>Graduate School</i>
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
Full Time _____	Part-Time _____ If No, Please Explain _____

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.

<i>Name</i>	<i>Title</i>	<i>Contact Information</i>	<i>Relationship</i>

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