



|                   |                         |                     |    |             |        |
|-------------------|-------------------------|---------------------|----|-------------|--------|
| <i>Job Title</i>  | Airport General Counsel | <i>Job Code</i>     | 12 | <i>FLSA</i> | Exempt |
| <i>Job Family</i> | Executive               | <i>Grade</i>        |    |             |        |
| <i>Department</i> | Executive               | <i>Created Date</i> |    | 08/20/18    |        |
| <i>Reports to</i> | Chief Executive Officer | <i>Revised Date</i> |    |             |        |

**JOB SUMMARY**

Reporting directly to the Chief Executive Officer of Jackson Municipal Airport Authority, the Airport General Counsel (AGC) provides legal advice, guidance and representation for the Airport Authority and advises the CEO and senior management staff on legal and contractual matters. This individual also serves as a key member and policy advisor of the Airport Management Team.

The AGC will provide a variety of legal services for the Jackson Municipal Airport Authority, including but not limited to drafting and negotiating complex legal documents, routinely preparing advice and legal opinions, and analysis and resolution of legal issues. Drafts contracts and other documents, initiates and performs complex legal research and prepares important legal opinions on organizational governance; agreements with airlines, concessionaires, federal, state, and local government agencies and other airport tenants; the process for contracting for goods and services and for construction services, and (in conjunction with the Chief Financial Officer and bond counsel) financing arrangements, including the rendering of opinions in connection with issuance of general airport revenue bonds; counseling on regulatory matters associated with the U.S. Department of Transportation (USDOT), Federal Aviation Administration (FAA), the FAA Airport Improvement Program and Airport Passenger Facility Charge Program, the Transportation Security Administration (TSA) and Customs and Border Protection (CBP) regulations and directives; federal, state, and local environmental regulations; real estate matters, ground leases, licenses, permits and easements; personnel-related matters, matters of equal employment opportunity (EEO), workforce-related laws such as the Family Medical Leave Act, the Fair Labor Standards Act, the Americans with Disabilities Act and workers compensation and legislative matters such as reviewing and advising on proposed federal and state legislation. The AGC assists senior management with presentations to the Board of Commissioners on matters with legal implications.

Moreover, the selected individual will be responsible for the performance of all manner of legal issues and duties associated with the policies, operation and management of both the commercial and general aviation airports.

The AGC also represents the Airports Authority before all federal and state courts and in administrative proceedings and, in this regard, retains and manages outside counsel as appropriate for litigation, financing and other transactions.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Provides sound, practical legal advice to the CEO, and management of the Airports Authority
- Reviews and approves service contracts, grant agreements, concession agreements, vendor agreements, use agreements, leases, easements, public financing and bond documents, permits, and other contracts and legal documents
- Coordinates and manages legal issues throughout the Airport Authority

- Drafts contracts and other legal documents
- Provides legal counsel on real estate transactions and all Airport Authority properties
- Oversees the hiring and economic and effective utilization of outside counsel
- Provides legal support and analysis that fall into highly specialized areas, such as bankruptcy, real estate, environmental, labor, procurement, construction, third party liability claims, collection of delinquent accounts, technology and intellectual property, and tax law
- Plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the Authority's Human Resources Standards and Procedures and labor contract provisions.
- Provides leadership and works with assigned staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the Authority's mission, objectives, and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations' environment.
- With COO, CFO and Directors, oversees, coordinates, integrates, and evaluates Authority initiatives and activities; advises the CEO in identifying, recommending, and implementing policies, programs, and projects.
- Keeps informed of new regulations, pending legislation, and trends that may impact Authority planning programs and initiatives.

## **LEADERSHIP AND SUPERVISORY**

### **Direct Reports Include:**

- Paralegal

## **EDUCATION & EXPERIENCE (including required licenses or certifications)**

- The minimum qualifications required to perform successfully in this position are; a Juris Doctor degree from an accredited school of law and admission to the Bar of the State of Mississippi or similar credentials from another state that will be reciprocally honored by the Mississippi Bar association.
- A minimum of ten (10) years' experience as a practicing attorney, including extensive professional legal experience involving government, transportation, the aviation industry, business and contract law, structuring and drafting agreements for commercial transactions, or any equivalent combination of experience and training.
- Prior managerial experience directing legal functions in another firm or organization is desirable.
- Experience should reflect the candidate's demonstrated knowledge and understanding of the law as related to air transportation and airports, business transactions involving real property, rental and lease agreements, concession contracts, construction and contract administration, procurement, sale of revenue bonds, and FAA and Homeland Security issues, policies and procedures and employment laws.
- A thorough understanding of the requirements relating to the public-sector environment is essential. As a member of the Bar, the General Counsel is required to take legal educational courses on a periodic basis to keep abreast of changing laws.

- A valid Mississippi driver's license and the ability to maintain insurability under the Authority's Vehicle Insurance Policy.

## 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, Attributes & Abilities

#### **Knowledge of:**

- Understanding of the nuances of working and succeeding within a highly transparent, public sector environment
- If no prior experience in the airport/aviation field, should be able to show aptitude to learn the nuances of this industry such as working with FAA regulatory matters
- Federal, state, and local law, regulations, and policies applicable to the aviation industry and airport operations, with particular emphasis on air carrier operations, airport design/development, and environmental requirements.
- Organization and functions of a public board of directors.
- Social, political, and environmental issues influencing airport program/project development and implementation.
- Principles and practices of sound business communications.

#### **Skills & Attributes:**

- Pragmatic, but creative strategic thinker
- Stellar interpersonal communication skills
- A reputation of unquestioned integrity and ethics

#### **Ability to:**

- Manage, coordinate, and/or oversee large, complex, and politically sensitive projects and contracts including budgets, schedules, and quality of work product.
- Understand, interpret, explain, and apply federal, state, regional, and local law, regulations, policies and standards, and practices of complex, specialized, and diverse processes.
- Motivate and direct the work of assigned team or project staff and provide for their training and professional development.

- Present ideas and requirements clearly, logically, and persuasively, orally and in writing, to policy and decision-making bodies, organizations, committees, and citizens, involving complex and politically sensitive issues, while adhering to the intent of Authority goals and policy.
- Exercise sound, expert, independent judgment and reach appropriate conclusions within broad policies and guidelines.
- Represent the Authority effectively in meetings and negotiations with a wide variety of stakeholders.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Exercise a high degree of tact, diplomacy, and political acumen in dealing with sensitive, complex, and confidential issues and situations.
- Establish and maintain effective working relationships with Board members, all levels of Authority management, staff, consultants, representatives of federal, state, local, and regional agencies, business and community groups, the development community, media representatives, the public, and others encountered in the course of work.
- Plan, organize, and direct integrate the operations of major operational, maintenance, and planning departments in a large airport.

#### **ENVIRONMENT & WORKING CONDITIONS**

- This executive position is diverse, requiring that the incumbent be able to rapidly change focus and multi-task.
- The work is performed in an office setting, performing solidary work, working in teams, and organizing, preparing, and presenting reports and recommendation on complex subjects.
- The work involves regular interactions with Board members, staff, regulatory agencies, public officials, and the public.
- As the operational leader for the Authority, the incumbent is obliged to engaged with his/her employees.

#### **PHYSICAL DEMANDS** (including requirements for travel or working nights/weekends/holidays)

Requires:

- Ability to work for extended periods of time on administrative duties. This requires use of a computer and communications via phone, email, in-person, and radio with others.
- Drive to various locations on Airport property and to attend off-site meetings.
- Some travel.
- Physical requirements are minimal, consistent with typical office work.

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

**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](mailto:recruiter@jmaa.com)**

**Acceptance deadline is: **September 10, 2018****

**\*\*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: <b>Airport General Counsel</b>  |  |   | Today's Date:                    |   |                                 |
| Name<br>(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 _____            |                                 |



JACKSON MUNICIPAL AIRPORT AUTHORITY

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: Airport General Counsel

ADVERTISEMENT PERIOD: August 27, 2018- September 10,2018

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**

|   | High School         | College/Technical/Business | Graduate School       |
|---|---------------------|----------------------------|-----------------------|
| School Name & Location  |                     |                            |                       |
| Years Completed<br>(Circle)   | 9    10    11    12 | 1    2    3    4           | 1    2    3    4    5 |
| Diploma/Degree (Verification of education required)<br>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 _____<br>_____                       | From _____ To _____  |
| Name of Supervisor _____                     | Annual Salary<br>Start _____ Last _____  |
| Describe Your Duties _____<br>_____<br>_____ | Reason for Leaving _____<br>_____  |
|  | 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 _____<br>_____                       | From _____ To _____  |
| Name of Supervisor _____                     | Annual Salary<br>Start _____ Last _____  |
| Describe Your Duties _____<br>_____<br>_____ | Reason for Leaving _____<br>_____  |
|  | 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