

<i>Job Title</i>	Airport Police Chief	<i>Job Code</i>	<i>FLSA</i>	<i>Exempt</i>
<i>Job Family</i>	Executive/Managerial	<i>Grade</i>		
<i>Department</i>	Police	<i>Created Date</i>	10-13-2016	
<i>Reports to</i>	Chief Operating Officer	<i>Revised Date</i>		

JOB SUMMARY

Under the supervision of the Chief Operating Officer, the JMAA Chief of Police has operational responsibility for directing all police and emergency medical response requirements of the Police Department in accordance with Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) regulatory requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Effectively serves as Chief of Police on behalf of the Airport Authority.
- Directs and manages the Police Department functions on Airport Authority property.
- Establishes Department goals, job assignments, work schedules, and responsibilities of the Police Officers.
- Establishes standards for the training, motivation, and evaluation of assigned employees; coordinates and reviews the work plan for the Police department; meets with staff to identify and resolve problems; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Manages the development and implementation of the JMAA PD goals, objectives, policies, and priorities for each assigned service area; establishes, within airport policy, appropriate service and staffing levels; allocates resources accordingly.
- As Chief of the Police Department, supervises the activities and training of Police Officers.
- Serves as primary TSA Airport Security Coordinator, as required. Coordinates and maintains the Airport Security Plan in cooperation and in compliance with the TSA.
- Establishes procedures and enforces compliance with Airport Rules and Regulations and Department Policies and Procedures. Ensures compliance with federal regulations related to airport operations, airport law enforcement, and Airport security (FAR Part 139 & FAR 1542).
- Coordinates emergency response support of regional Mutual Aid agencies and other public safety organizations. At the request of COO, serves as incident commander, directing the response to airport emergencies in cooperation with the Airport Operations Manager (with vicinity of both JAN and HKS).
- Manages department budget, controls expenditures, and makes recommendations for future department operational and capital budget requests.
- Performs all of the essential functions listed in the Police Officer Job description.
- May perform other duties as assigned.

LEADERSHIP AND SUPERVISORY

- The position reports to the Chief Operating Officer.
- The position directly supervises Police Sergeants and indirectly supervises Police Officers.

EDUCATION & EXPERIENCE (including required licenses or certifications)

- Bachelor's Degree or equivalent combination of education, training, and experience in police administration, criminal justice, airport management, or related area.
- Certification as a Law Enforcement Officer. If certified in another state, MS certification required within first 6 months. CPR and First Aid certification required.
- Must maintain TSA mandated security clearance.
- Possession of certification as a Peace Officer by the Board on Law Enforcement Officer Standards and Training.
- Certification as an Accredited Airport Executive (AAE) is a plus.

Work Experience:

- A minimum of ten years of law enforcement, five of which must be supervisory experience in a public safety operation or other law enforcement agency, preferably at Police Sergeant level or above.
- Experience at FAA Certificated commercial operation airport is a plus.
- Additional training in police science, law enforcement, criminal justice, or related fields.
- Working knowledge in assuring compliance with federal regulations related to airport police, emergency medical, and airport operations is preferred.

Other

- Must be a United States citizen.
- Must be available to respond to airport situations 24 hours per day, 7 days per week, as necessary.
- Work schedule may vary depending on department requirements.
- Ability to pass criminal history background check, and maintain eligibility for an unrestricted security access badge in accordance with the Airport Security Plan.

Must possess and maintain a valid Mississippi Driver's License.

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

- Ability to develop positive working relationships with employees, the general public, and other public safety agencies.
- Ability to identify, assess, and solve situations accurately and make recommendations based on sound, prudent judgment.
- Ability to earn confidence of employees; impart integrity, loyalty, confidentiality, professionalism, and follow-through.
- Ability to communicate effectively, both verbally and in writing, and to prepare written reports and record information using computer systems (MS Word, Excel, PowerPoint, Outlook).
- Ability to gather and analyze data from a variety of sources and make decisions accordingly.
- Ability to read, interpret, implement, and enforce complex laws, regulations, and procedures.
- Ability and willingness to effectively deal with diverse personalities and employee issues, including disciplinary actions.
- Ability to instruct, direct, and evaluate employees.
- Possess a high degree of interpersonal skills, including verbal and written communications.

ENVIRONMENT & WORKING CONDITIONS

- The work domain includes the entire airport property. Tasks involve office work at an executive level as well as field work along-side of Sergeants and Police Officers.
- The work involves consistent interaction with both Airport staff and the public. Excellent interpersonal/communications skills are necessary, but the job requires constant vigilance to identify and deal with threats.

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

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

Requires:

- Training and ability to operate firearms, subdue perpetrators when needed, and communicate effectively to de-escalate conflict situations.
- Physical ability to run, walk, stand, lift, and stoop.
- Ability to drive a motor vehicle.
- Ability to operate a computer, radio, and other electronic devices.
- Ability to make formal and training presentations.

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 July 11, 2018
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: **AIRPORT POLICE CHIEF**

ADVERTISEMENT PERIOD: 06/27/2018 - 07/11/2018

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

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