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| **Job Title:** | Chief Administrative Officer | **Department:** | Administration |
| **Reports To:** | Chief Executive Officer | **FLSA Status:** | Exempt |
| **Functional Supervision:**  | HR Director, Procurement Manager, External Affairs, Administrative Assistant, and Front Desk Receptionist |

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| **NATURE AND SCOPE OF POSITION** |
| The Chief Administrative Officer is responsible for providing executive-level leadership and directing the administrative work relating to all JMAA board activities. The position leads the organization’s internal administrative functions, including, but not limited to Human Resources, Procurement, External Affairs, and Grant Administration. As a key member of the organization’s strategic management team, the CAO will provide a clear vision and management strategies that are consistent with the organization’s mission and goals.  |

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| **PRIMARY QUALIFICATIONS** |
| Education: | * Bachelor’s Degree in public administration, business administration, airport management, or related field is required.
* Advance degree in public policy and administration, or juris doctorate preferred.
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| Work Experience: | * Twelve years of experience in a senior-level administrative positon with five years being in a supervisory role is required.
* Experience in the planning functions of a medium-sized airport with experience being in airport operatons management or administrative management, or a related field is preferred.
* Strong Experience in administrative law and overseeing legal matters are preferred.
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| Certifications / Licenses: | * Accredited Airport Executive (AAE), Certified Member (CM), Airport Certified Employee (ACE), or similar certifications are strongly preferred.
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| Other Considerations: | * Must possess a valid Mississippi State driver’s license.
* Must be able to pass a background check and maintain security clearance.
* May be required to work overtime and weekends.
* May be required to travel to different locations, including out of state locations on occasion.
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| **JOB FUNCTIONS** |
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| **Essential:*** Serves as an internal consultant on organizational effectiveness and works closely with other organizational members in a collaborative manner.
* Oversees the development and implementation of new policies and procedures.
* Interprets policy and provides staff direction on policy and procedures.
* Directs research, procedural, and administrative studies and preparation of reports.
* Implements programs and assists the department leaders with developing strategic initiatives to accomplish the goals of JMAA.
* Supervises the work of the assigned departments and staff.
* Supports Properties Manager with negotiating leases and contracts. Approves proposed budgets for Properties, Air Service Development, and Marketing/PR functions. Approves management aspects of airport use agreements.
* Collaborate with Capital Programming and COO when considering airport tenant applications for modifications.
* Develops organizational strategies by identifying and researching issues, contributing information, analysis, and recommendations to organization strategic thinking and direction, and establishing administrative policies and procedures in line with JMAA’s objectives.
* Establishes strong professional relationships in the internal and external communities and serves as an articulate spokesperson and representative of JMAA and its workforce.
* Develops strategies and directs the implementation of business development initiatives.
* Implements administrative strategies by establishing department accountabilities and performance matrixes.
* Provides direct support to managerial staff in general administrative matters including requests for proposals, requests for quotes, board memorandums, etc.
* Ensures compliance with established procedures and attainment of JMAA’s strategic goals related to procurement, property management, records management, and general legal compliance.

**Other Duties:*** Represents the organization, both internally and externally, by supporting the strategic direction, strategic priorities, objectives, vision, mission, and values of JMAA.
* Provides courteous and prompt service to all internal and external parties. Prioritizes and addresses requests and assignments in a professional and cooperative manner.
* Identifies opportunities and recommends methods to improve service, work processes and financial performance (e.g., procedure optimization). Assists in the implementation of quality improvement initiatives.
* Assists co-workers in the completion of tasks and assignments to ensure continuity of service. Actively supports teamwork throughout the organization.
* Performs other services as assigned.
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| **AMERICANS WITH DISABILITY SPECIFICATIONS** |
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| **Physical Demands**: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job successfully with or without reasonable accommodations. While performing the duties of this job, the employee is regularly required to talk, hear, and listen. Specific vision abilities required by the job include close vision and the ability to focus. Tasks may involve sitting, operating a computer, and performing duties for extended periods of time.**Work Environment**: Work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully with or without reasonable accommodations. Generally, the work environment is considered to be that of a typical business/office operation. This position may visit areas outside resulting in exposure to environmental elements. The noise level in the work environment is usually moderate but may be louder in outside areas. |

| **COMPETENCIES** |
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| To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this job. The below competencies include but are not limited to: * **Business Acumen:** Knows how businesses work; knowledgeable in current and possible future policies, practices, trends, and information affecting his/her business and organization; knows the competition; is aware of how strategies and tactics work in the marketplace.
* **Communication:** Communicates effectively and appropriately. Uses good judgment as to what to communicate to whom as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listens to others and allows them to make their point. Maintains confidentiality of information.
* **Delegating:** Efficiently delegates tasks so that organizational goals are met within established timelines; makes delegation decisions that take into account the size of the task, whether an employee has the necessary background and skills to complete the task, and the sensitivity and importance of the task; and monitors accomplishment of delegated tasks and provides constructive, timely feedback.
* **Ethical Practice:** Maintains confidentiality of sensitive and privileged information. Performs duties with professionalism, honesty, and integrity. Conforms to the highest moral and ethical standards. Ensures fair and transparent interactions with internal and external customers. Acts in accordance with all governance systems, rules, and regulations.
* **Interpersonal Skills:** Treat individuals from all levels of the organization with courtesy and sensitivity. Meet with staff and listen to their perspective on organizational policies and procedures. Builds relationships and manages expectations of board members. Cultivate strong relationships with community stakeholders.
* **Monitoring and Controlling Resources:** Identifies and seeks internal and external resources that can be useful to the organization; anticipates future resource needs and monitor availability; and consistently seeks to perform work in a cost efficient manner.
* **Preparing and Evaluating Budgets:** Prepares budget justifications and proposals that reflect the needs of the office; studies all relevant budget materials and anticipate future needs by gathering data on forthcoming plans; and ensures that budget proposals incorporate all elements that are thorough and accurate and receives management acceptance with little or no questioning.
* **Strategic Thinking and Organization Vision:** Develops a strategy to achieve organization goals and vision for the future of the department; understands organizational strengths and weaknesses and able to identify fundamental values and beliefs to guide the department into the future; analyzes market, competition including external threats and opportunities; and demonstrate commitment in the vision to inspire others.
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**NOTE:** This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The organization reserves the right to change this description at its discretion.

This job description was approved on April 25, 2022 by Paul A Brown.

**SIGNATURES**:

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| Employee | Date |
| Supervisor | Date |