



Jackson Municipal Airport Authority's mission is to connect Jackson to the world, and the world to Jackson. If you'd like to see your career take flight and help us deliver on this mission, apply with us today! If you land a position with JMAA, there are abundant benefits you may be eligible for including medical, dental, vision, life and disability insurances, generous time off benefits, a rich retirement program and more! JMAA encourages the development of its team members and has an education reimbursement program too. If you have the skills to successfully fill one of our open positions, we would love to speak with you!

JMAA is currently looking for qualified candidates to fill the role of **"Chief Administrative Officer"**

What traits do we seek? Successful candidates will...

- Shine at communicating effectively, building relationships, and resolving conflicts while demonstrating high ethical standards.
- Executive professional with progressive management and high-level supervisory experience is preferred.
- Display strong organizational, analytical and critical thinking skills while being attentive to details and compliance focused.
- Bachelor's degree in airport management, business administration, public administration or public policy, political science, or related field with extensive experience in the aviation field is required. Master's degree or juris doctor is preferred.
- Ten or more years of progressively experience in planning functions of a medium-sized airport in airport operations management, administrative management or a related field.

What Do You Get to Do? You will...

- Responsible for providing Executive-Level leadership and directing the administrative work of the airport authority.
- 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.
- 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.
- 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.

Other duties:

- 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.

LEADERSHIP AND SUPERVISORY

- This position receives general direction from the Chief Executive Officer.
- Directly supervises the Director of Disadvantaged Business Enterprises (DBE), Human Resources Director, Information Technology (IT) Director and Procurement Director.

ENVIRONMENT & WORKING CONDITIONS

- Work is performed in the administrative office at the JAN Terminal Building.

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

Requires:

- Most of the responsibilities are performed at a desk, on a computer.
- Some walking and standing is required to attend meetings and make presentations.
- The work requires concentration and constant attention to detail, and in-person, telephonic, and electronic communications with others both inside and outside of the Airport.

If you are up for this amazing career opportunity where the sky is the limit, send your resume to recruiter@jmaa.com and be sure to include “**Chief Administrative Officer**” in the subject line. We welcome you to learn more about us at jmaa.com.

This job posting 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. A detailed job description will be provided during the interview. We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, and any other protected status.

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.

Last Name		First Name		MI
Check one:	Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Check one:	Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	

Check one of the following:

<input type="checkbox"/> White	<input type="checkbox"/> African American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Other Specify: _____

How did you hear about us? Check one of the following:

<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend/Relative
<input type="checkbox"/> Newspaper	<input type="checkbox"/> College/Tech School	<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: **Chief Administrative Officer**
ADVERTISEMENT PERIOD: **03/09/2020-03/23/2020**

Personal:			
Last Name _____		First Name _____	
		MI _____	
Address _____			
City _____		State _____	Zip _____
Social Security # _____			
Home Phone # (____) _____		Alternate Phone # (____) _____	
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 driver's 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 #: _____

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, 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.

Job Title _____	Telephone Number (_____) _____
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	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 <input type="checkbox"/> Part-Time <input type="checkbox"/>	

NAME: _____ SOCIAL SECURITY #: _____

Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	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 <input type="checkbox"/> Part-Time <input type="checkbox"/>	_____

Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	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 <input type="checkbox"/> Part-Time <input type="checkbox"/>	_____

NAME: _____ SOCIAL SECURITY #: _____

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Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	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 <input type="checkbox"/> Part-Time <input type="checkbox"/>	_____

Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	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 <input type="checkbox"/> Part-Time <input type="checkbox"/>	_____

NAME: _____ SOCIAL SECURITY #: _____

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.

References:

List the name, address, and telephone number of at least three references who are not related to you and are not previous employers.

Name	Address	Telephone Number

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 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 #	
Current Address			
City		State	Zip Code
Telephone # (Day)		Telephone # (Evening)	
Signature of Applicant		Date	