



Jackson Municipal Airport Authority's mission is to connect Jackson to the world, and the world to Jackson. If you would 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 Operating Officer"**

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

- Shine at communicating effectively, building relationships, and resolving conflicts while demonstrating high ethical standards.
- Display strong initiative while being attentive to details and compliance focused.
- Bachelor's Degree in public administration, business administration, airport management, or related field is required.
- Ten years of progressively responsible experience in the planning functions of a medium-sized airport with five years being in a management capacity; or an equivalent combination of training and experience is required.
- Accredited Airport Executive (AAE), Certified Member (CM), Airport Certified Employee (ACE), or similar certifications are strongly preferred.
- Have a valid Mississippi driver's license and ability to receive authorization to drive in secured areas.

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

- Participates in formulating JMAA's strategic plan and other long-range operational, facilities, and resource plans; Works with staff to develop, implements, and monitors short and long-term plans, goals, and objectives focused on achieving JMAA's mission, vision, strategic plan, values, and Board priorities.
- Directs the development, implementation, and evaluation of plans, programs, projects, policies, systems, financial strategies, and procedures to achieve airport-wide goals, and objectives.
- Coordinates public outreach initiatives and the broad dissemination of public information regarding airport strategic and regional planning; represents the CEO and airport when participating in a wide variety of committees and groups; organizes and hosts meetings and special events; presents information and issues to business, community, local agency, regional planning, and other groups; and conducts and facilitates public meetings, workshops, and citizen and technical advisory committees.
- Develops budgets; Monitors staff and consultant contracts to ensure attainment of goals and adherence to budgets; identifies potential bidders; prepares and distributes RFPs; convenes interview panels and recommends the selection of consultants; and reviews work products and authorizes payments.
- Monitor's grant and other funding opportunities; prepares funding proposals and applications; administers grants; prepares project status reports on grant-funded projects; writes contracts and inter-agency agreements, and negotiates funding.
- Manages and directs comprehensive 24/7 airport operations and activities, including security and public safety actions, landside and terminal operations, ground transportation operations, airside operations, facilities maintenance, and runway infrastructure by airport and contract personnel; and ensures the development and maintenance of airport policy, procedure, and management systems' to support JMAA's operations and growth.

- Directs the development and administration of the Airport Security Plan; ensures compliance of all airport operations with applicable security and control laws, regulations, and protocols; directs the evaluation of potential security threats; and oversees the development of new systems, equipment, and technologies to ensure safe and secure operations.
- Plans, organizes, directs, integrates, and evaluates the work of staff and retained consultants to ensure that program activities comply with the policies and strategic direction set by the CEO, Board of Commissioners, and all applicable laws and regulations; assists the CEO in developing and overseeing the creation and maintenance of comprehensive, effective human resource management programs, standards, and systems consistent with JMAA's vision and values.
- Follow CEO and Board of Commissioners' instructions and requests; and interprets federal, state, and local ordinances, policies, and applicable laws and regulations to ensure compliance within assigned areas of accountability.
- May perform other duties as assigned.

## **LEADERSHIP AND SUPERVISORY**

This position reports to the Chief Executive Officer and supervises the Director of Airport Facilities, Director of Public Safety and Operations, and Airport Operations Manager. The COO plans and evaluates staff performance; 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; and takes corrective actions when performance or behavior is not acceptable.

## **ENVIRONMENT & WORKING CONDITIONS**

- Work is performed in an office environment and working conditions are consistent with those performed in such setting.

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

The responsibilities of this position require frequent sitting at a desk and working on a computer terminal. Standing and walking are required to move within and outside of JMAA facilities to inspect facilities, attend meetings, observe and engage staff and for other duties require fulfilling the responsibilities of the position.

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](mailto:recruiter@jmaa.com) and be sure to include “**Chief Operating Officer**” in the subject line. We welcome you to learn more about us at [jmaa.com](http://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 Operating Officer**  
ADVERTISEMENT PERIOD: **05/24/2021-06/07/2021**

**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.

Your 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 #: \_\_\_\_\_

Your 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"/>	

Your 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 #: \_\_\_\_\_

Your 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"/>	

Your 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.

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Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

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### 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