

Jackson Municipal Airport Authority
Executive Assistant

The Executive Assistant to the CEO's primary responsibility is to provide support and assistance to the CEO, as well as, to provide general office management, and meeting and event coordination. In addition, the Executive Assistant has very substantial responsibilities in working with heads of other departments and/or divisions, Board of Commissioners, external legal counsel, and city officials in coordinating, assembling, and preparing meetings, documents, and correspondence. In partnership with executive staff, the Executive Assistant will execute assignments regarding the Board of Commissioners, Board Meetings, and official minutes and records of the Authority.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Executive Officer.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES – Essential and important duties and responsibilities may include, but are not limited to the following:

Essential Duties and Responsibilities:

- Responsible for preparing correspondence, maintaining of records and files, processing incoming and outgoing calls and independently responding to inquiries. Works independently, has decision-making authority over clerical standards, and requires minimum supervision.
- Has review authority for external correspondence from staff.
- Coordinates meetings for the Board of Commissioners, staff members, and other special events as directed by the Chief Executive Officer. Maintains the official records and files, prepares the agenda for meetings with supporting documentation, and prepares resolutions, along with other official documents.
- Operates general office equipment, including computers, recording equipment, copiers, fax machines, and equipment essential to the efficient operation of the Executive Office. Responsible for taking notes, dictation, short hand, minutes, and the maintenance of files. Uses word processing, graphic design and Internet software to prepare documents.
- Manage often-changing calendar with internal and external stakeholders utilizing multiple calendars, coordinate agendas and all arrangements for schedule commitments including preparing documents, presentations and booking conference rooms. Being proactive and provide recommendations on calendar scheduling.
- Assist with the preparation of the budget, and maintains other necessary files in data based and spreadsheet computer software.
- Responsible for preparing and issuing public notifications for Board Meetings and other events as directed by the Executive Staff
- Responsible for making travel arrangements, coordinating meetings and appointments for the Chief Executive Officer, and Board of Commissioners as directed.
- Handles confidential and sensitive information for the executive staff and for the Board of Commissioners. Responsible for processing the mail and greeting visitors to the executive department.
- Writes difficult and complex financial and administrative reports, correspondence, and internal memorandums.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Other Important Duties and Responsibilities

- Responsible for typing, taking dictation, filing and performing other secretarial duties. Orders and maintains supplies, equipment and other material for the department.
- Processes the time and attendance records, travel reimbursement, and purchase order requests for the department.
- Writes error-free, emails and letters for various events and announcements.
- Updates and maintains phone lists for CEO.
- Manages contacts using Outlook to conduct up-to-date database entry, tracks VIP relations and correspondence; facilitates relationships by familiarizing his/herself with various life events (such as birthdays, and other major milestones).
- Provides complex travel arrangements. Becomes familiar with the specific, detailed needs of the CEO and travel partners; creates consistent travel itinerary portfolios for reference and be available during travel times to quickly address any last minute changes or cancellations.
- Accurately tracks expenses for CEO by managing receipts. Processes and submits receipts accurately and on schedule.
- Maintains confidentiality and uses a high degree of discretion.
- Works in a professional and focused manner to schedule internal and external meetings including, but not limited to, Board of Commissioners and subcommittees, project teams, etc.
- Prepares for meetings including ordering lunch, booking conference rooms, setting up video conferencing units.
- Uses Outlook, Word, Excel and PowerPoint to produce materials for internal and external meetings and conferences.
- Takes notes and distributes meeting minutes, agendas and meeting packages.
- Acts as a liaison with the Board of Commissioners as needed.
- Sets-up staff meetings, maintains electronic shared calendar.
- Answers and directs calls and emails of the CEO of a general nature.
- Performs other duties as required.

QUALIFICATIONS

Knowledge and skills:

Computer, facsimile, copier, calculator and other general office equipment. Proficient in the latest version of computer word processing, spreadsheet and data maintenance software. Able to type 60 words per minute takes dictation and use recording equipment. Good communication skills, both verbal and written.

Must be able to pass and maintain background and security clearance.

Ability to reason and act independently; use sound judgment and requires minimum supervision. Applies extreme attention and concentration to highly sensitive, detailed and confidential information.

Must be able to pass and maintain background and security clearance.

Ability to operate general office equipment, including telephones, computers, and ability to lift and move files.

Knowledge and Skills (continued):

Job requires specialized computer skills. Must be proficient at using various applications including database, spreadsheet, report writing, project management, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

Ability to read written materials; operate equipment; requires sitting, some standing and stooping or bending.

Experience/Training and Education Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience/Training:

Five to seven years' professional experience in an executive assistant role or legal secretarial experience preferred.

Education:

An associate's degree or bachelors of science degree in secretarial science, administration or related field is preferred.

Excellent Benefits include, but are not limited to:

- Public Employees' Retirement System (PERS)
- Employer pays 100% of employees' medical, dental, life, long term disability and accidental death and dismemberment insurance.
- Employees earn vacation and medical leave on a monthly basis.
- Employees receive pay for 10 holidays and any other day proclaimed as a holiday.
- Educational Reimbursement available to all fulltime employees for educational expenses.

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
recruiter@jmaa.com
Acceptance deadline: **December 5, 2017**
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: Executive Assistant | | | 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: **EXECUTIVE ASSISTANT**

ADVERTISEMENT PERIOD: **11/21/2017 - 12/05/2017**

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 _____

_____ Annual Salary

Name of Supervisor _____ Start _____ Last _____

Describe Your Duties _____ Reason for Leaving _____

_____ May We Contact This Employer? Yes No

_____ 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 _____ 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 _____

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