



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 of Staff."**

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 Business Administration, Marketing, Public Administration, and Aviation Management.
- Minimum of 10 years of experience in airport operations and administration, two (2) years at senior level
- **Professional Airport Industry Certifications IAP, AAE, CM, and or ACE**
- 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...

- Works as an extension of the CEO, thinking and operating strategically.
- Ensure the CEO's vision is operationalized.
- Helps the CEO propagate best practices throughout the Authority. Serves as a culture champion for the organization to help fulfill CEO's vision for team-based, cross-functional, and integrated work.
- Tracks strategic initiatives by monitoring progress towards meeting goals and achieving benchmarks, analyzing data, ensuring follow-through on the part of key players, and sustaining momentum needed to drive the initiatives.
- Confirms project owner, dates of completion, and acquires necessary signoffs.
- Oversees, coordinates, or delegates activities necessary to complete major initiatives as assigned by the CEO.
- As requested, reviews management staff reports and projects for the CEO.
- Manages, coordinates, and or completes confidential activities and special assignments, as requested.
- Works collaboratively with other members of the Executive Team to enhance the JMAA's reputation for excellence through best practices reviews, accountability for performance, and continuous improvement.
- Directs and oversees the activities of the Human Resources and Administration Department.
- Directs and oversees the Procurement Department ensuring execution in compliance with established Authority policies, procedures, and regulations.
- Directs and oversees the DBE Program and Staff, ensuring execution in compliance with established Authority policies, procedures, and regulations.

- Directs and oversees the Marketing & Communications Department ensuring execution in compliance with established Authority policies and strategic priorities.
- Plan, assign and direct work efforts, as well as evaluate and award performance.
- As directed by the CEO, ensures effective relationships are established and maintained with internal and external partners and agencies at the local, state, and federal levels.

Other Duties:

- Engage in industry and community activities.

LEADERSHIP AND SUPERVISORY

- This position receives general direction from the Chief Executive Officer.
- Directly supervises Executive, Human Resources, Marketing & Communications, Procurement, DBE

ENVIRONMENT & WORKING CONDITIONS

- Work is performed in the administrative office at the 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 of Staff**” 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:	☐ Male	☐ Female
Check one:	Marital Status	☐ Married	☐ Single

Check one of the following:

☐ White	☐ African American	☐ American Indian/Alaskan Native
☐ Hispanic	☐ Asian/Pacific Islander	☐ Other Specify: _____

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

☐ Walk-In	☐ Employment Agency	☐ Friend/Relative
☐ Newspaper	☐ College/Tech School	☐ 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 of Staff**

ADVERTISEMENT PERIOD:

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 ☐ No ☐
_____	If No, Please Explain _____
_____	_____
Full-Time ☐ Part-Time ☐	

NAME: _____ SOCIAL SECURITY #: _____

Your Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day and Year)
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City, State, Zip _____	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 ☐	

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Describe Your Duties: _____	Reason for Leaving _____
_____	_____
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_____	If No, Please Explain _____
_____	_____
Full-Time ☐ Part-Time ☐	

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Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
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_____	_____
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_____	If No, Please Explain _____
_____	_____
Full-Time ☐ Part-Time ☐	

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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 ☐ No ☐
_____	If No, Please Explain _____
_____	_____
Full-Time ☐ Part-Time ☐	

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	