



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 **"Director of Procurement."**

#### **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, business management, public administration, or related field,**
- **Certification as a Certified Public Purchasing Officer (CPPO) from the Universal Public Procurement**
- **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...**

- Prepares request for proposals, request for bids, and request for qualifications.
- Coordinates with other offices e.g Information Technology department and Communications department to ensure promotion and publication of all solicitations to the public.
- Responds to questions from staff and contractors regarding bid specifications and purchasing procedures.
- Submits weekly reports on the bidding process and schedules and Capital Improvement(CIP) and Procurement Review Committee.
- Coordinates planning meetings for the CIP and Procurement Standing Committee meetings for preparation for the Committee Review.
- Oversees the implementation internal procedures and contracting formats to facilitate the procurement process and foster full and open competition.
- Coordinates, and monitors the planning, solicitation, negotiation, award, administration, and termination of contracts after the Procurement and CIP Committee Review.
- Prepares and retains copies of executed contracts. Responsible for contract administration through the contract expiration dates.

- Conducts long-range procurement planning to ensure necessary contracting support.
- Oversees the implementation of procurement policies and procedures for the Airport Authority.
- Direct the procurement process for a wide variety of major capital equipment, goods, services, leasing, construction, and/or Architectur/Engineer (A/E) design plan contracts.
- Monitors global, national, and regional trends in assigned procurement activity to identify appropriate methods, sources, prices, and other terms for procurement.
- Coordinates with other offices e.g. DBE department and Capital Programming department to ensure compliance with procedures and requirements to prepare contract summary abstracts and serves as negotiator to settle protests, disputes, and claims with legal guidance.
- Analyzes commercial cost proposals; reviews solicitations, amendments, awards, modifications, and correspondence; and approves sole source and limited procurement justifications.
- Develops department plans, goals, and milestones and assigns priorities.
- Collaborates with other offices to ensure compliance with all federal, state and local procurement requirements in the selection of contractors, concessionaires, consultants and individuals providing services to the Authority.
- Represents the Authority and collaborates with other offices in the negotiation process of contracts, agreements, work orders and change orders
- Prepares contract summary abstracts for legal services and retains copies of executed contracts.
- Manages contract administration through the contract expiration dates.
- Analyzes cost projections against industry best practices and current trends
- Prepares the development of solicitation documents, specifications and contract documents
- Analyzes proposals and bids for responsiveness
- Facilitates and collaborates with other offices for the technical proposal evaluation process
- Develops departmental policies, procedures, and strategic planning documents
- Manages contract management system with the JMAA legal services.
- Oversees inventory management and inventory control including property asset transfer and recommends surplus property disposition
- Provides oversight and direction to employees by coaching, mentoring, and developing staff

#### **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.
- Perform duties as assigned.

## LEADERSHIP AND SUPERVISORY

- This position receives general direction from the Chief of Staff.
- Supervision: Procurement Specialist II, Procurement Specialist, and Inventory Specialist

## ENVIRONMENT & WORKING CONDITIONS

- 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. The work environment is that of a typical business/office operation. The noise level in the work environment is moderate.

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

- 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. This job may require some combination of lifting up to 25 pounds, bending, squatting, stooping, and crouching. Tasks involve sitting and operating a computer for extended periods of time

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 “**Director of Procurement**” 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.