



## INTERNAL POSTING

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.

# 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: **Director of Procurement**

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 <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	