

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Coordinator
Physical Plant
Regular Full-Time Position
Position Number 611100**

General Description

The Coordinator is responsible for overseeing the departmental budgets, keys, gas tanks and motor pool vehicles in the Physical Plant department. The incumbent also supervises the Supply and Receiving area, work orders and sign-making.

Primary Tasks and Responsibilities

- Supervise approximately 13 budget areas for the department; assign purchase order numbers, process bid requests, order parts and materials, maintaining records, etc.
- Supervise the Central Supply and Receiving area: sort and label parts and supplies, maintain inventory records, stock and reorder supplies and repair parts, issue supplies and parts to appropriate personnel, etc. Receiving accepts all packages for the University by freight, UPS, RPS, Federal Express, etc.
- Report all purchase orders and make delivery to the proper department.
- Maintain inventory of keys made and issued.
- Coordinate the issuance of Motor Pool vehicles to appropriate University personnel.
- Coordinate sign-making process.
- Supervise employees in Supply & Receiving.
- Coordinate the pickup and distribution of supply parts from local vendors.
- Maintain filing system for gas files for unleaded and diesel gas used.
- Supervise the labor and material costing on completed work orders.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to effectively monitor budgets and associated expenditures.
- Ability to accurately prepare and maintain records and reports.
- Ability to accurately order, issue and maintain an inventory of supplies and repair parts for the University.

Required Minimum Qualifications

- Bachelor's degree in Business Administration or related field.
- Two to three years of previous experience in Accounting, Supply or Computers.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Knowledge of supply parts such as plumbing, electrical, custodial, HVAC and other maintenance areas.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC
CREDENTIALS**