

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.

**Assistant Director
Public Safety
Regular Full-Time Position
Position Number 575010**

General Description

The Assistant Director assists the Director in managing the day-to-day operations of the Department and supervises three shift sergeants.

Primary Duties and Responsibilities

- Supervise shift Sergeants on a daily basis. Formally assign police officers and guards to shifts on a monthly schedule for maximum continuity, adjusting for mission, training, and personal requirements as necessary.
- Plan, coordinate, and maintain an effective parking and traffic control operation for normal university operations and for special events held on campus.
- Ensure compliance with departmental and APSU policy.
- Ensure required and timely notifications are made.
- Review shift reports for timeliness, accuracy, and completeness.
- Maintain knowledge of local, state and federal statutes as they pertain to campus law enforcement operations.
- Ensure new changes are passed down to each officer in conjunction with the training officer.
- Maintain a close liaison with surrounding police agencies.
- Attend scheduled meetings and represent the Department when directed.
- Coordinate officer's attendance at scheduled court appearances. Ensure that each officer is well prepared for court (preparation and appearance) and that follow-up case work is completed and recorded.
- Assume police patrol duties during officer shortages, special events or emergencies.
- Coordinate and/or conduct criminal investigations.
- Perform other job-related duties as assigned.

Essential Functions

- 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 provide effective leadership with emphasis upon the basic principles of human behavior, communication and decision-making.
- Ability to work any shifts or special events.
- Must have a telephone for emergency recall by the department.
- Ability to reflect a positive, professional image of the department.
- Ability to prepare statistics, reports and correspondence on the computer system utilized by department.
- Ability to see, hear, run, stand for prolonged periods, wear required equipment, place physical restraint holds, affect arrests and perform other physically demanding duties of a police officer.

Required Minimum Qualifications

- Bachelor's degree in Public Administration, Criminal Justice or a related field.
- A minimum of five years' law enforcement and/or supervisory experience.
- Must have obtained and sustained certification as a Police Officer. In Tennessee and at APSU, the requirements include:
 - Must be 21 years of age or older;
 - Must be a U.S. citizen;
 - Must have no criminal convictions;
 - Must pass a psychological examination;
 - Must pass a physical examination by a licensed physician at the candidate's own expense;
 - Must pass a background investigation;
 - Must have a valid driver's license;
 - Must be a graduate of an approved police academy;
 - Otherwise meet current requirements established by the Tennessee Peace Officer Standards and Training Commission (P.O.S.T.).
- If an applicant is not certified currently in Tennessee, he/she must have completed a comparable training program from another state or jurisdiction making the applicant eligible for Tennessee Certification.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS