

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.

**Director
Public Safety
Regular Full-time Position
Position Number 572000**

General Description

The Director reports to the Vice President for Finance and Administration and develops, implements and administers the University security, crime prevention, law enforcement, safety and parking programs.

Primary Duties and Responsibilities

- Coordinate staff efforts in crime prevention, patrol operations, criminal investigations, radio communications, student and staff auto registrations and parking functions.
- Provide protection for University personnel, property and guests.
- Maintain continued surveillance of all areas within department jurisdiction to carry out regulations of the University and enforce federal, state and local laws when applicable.
- Provide safety and security prevention and education programs to the University community.
- Be supportive of students, faculty and staff and the mission of the University.
- Identify hazards to safety and security.
- Responsible for enforcing policies and regulations regarding vehicular traffic and parking.
- Provide liaison with Student Services and other University offices; remain visible on campus and be readily available to members of the campus community.
- Provide interface and maintain appropriate liaison with local, state and federal law enforcement agencies.
- Coordinate security needs for athletic and other scheduled events to include both parking and event management in cooperation with the appropriate department.
- Perform shift work and "hands on" security functions on a backup basis as necessary.
- Responsible for pre-employment selection and supervision, evaluation, training and development of all employees, as well as members of the Student Patrol.
- Coordinate Homeland Security and Emergency Preparedness plans and activities on campus.
- Compile statistical data, issue necessary written correspondence and reports and supervise the maintenance of all records and files.
- 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 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 accurately prepare records and reports.
- Ability to develop and interpret policies.

Essential Functions continued

- Ability to prepare and monitor departmental budget.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.

Required Minimum Qualifications

- Bachelor's degree in criminal justice or related area.
- Five years of practical experience in all phases of law enforcement, including some experience with command and administration.
- Successful applicant must meet the Tennessee Police Officers Standards and Training (POST) requirements and be eligible for certification.
- Successful applicant must possess valid driver's license.
- A background check will be required of the successful applicant.

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