



# The Urbana Free Library

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Date: September 23, 2022

To: The Civil Service Commission, The City of Urbana

From: Celeste Choate, Executive Director of The Urbana Free Library

Re: Approve use of Minimum Qualifications to Establish Roster for Circulation  
Clerk/Information Assistant—Full Time/Part Time

Last month, The Civil Service Commission approved changing the required education level for the Circulation Clerk/Information Assistant position to a high school diploma or equivalent.

Rather than use an exam to establish the roster for the position, the Library would prefer to use the minimum qualifications of the position, as doing so will allow for those who struggle with testing to demonstrate success through previous work experience. The Library requests Commission approval to use the minimum qualifications of the position to establish the roster.