



The Urbana Free Library

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Date: March 25, 2022

To: The Civil Service Commission, The City of Urbana

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

Re: Update to job description for Digital Media & Graphic Designer—Full Time/Part Time

The Urbana Free Library wishes to update the job description and the job title for the full-time Digital Media & Graphic Designer position to reflect changes to the essential duties and responsibilities of the position. The proposed new job title for the position is Digital Media & Graphics Coordinator. Due to the increased responsibilities, The Library also would like to increase the Pay Grade from 23 to 25. The Library has another Coordinator position pegged at Pay Grade 25 (Safety & Volunteer Coordinator). We have included the proposed changes to the job description for your convenience.

PG23 (current): \$36,268-\$47,147

PG25 (proposed): \$38,476-\$50,019