



The Urbana Free Library

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TO: Urbana Civil Service Commission

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

DATE: April 19, 2023

SUBJECT: Request for approval of new job descriptions, updated job descriptions, and new/updated job titles

Discussion

The Urbana Free Library continues to change and grow. In response to the recent departures of people in two positions (Director of Archives and Safety & Volunteer Coordinator), we have implemented the next iteration of our organizational structure. The Library now utilizes a front-of-house, back-of-house organizational structure. These changes will also allow us to be well ahead of compliance with minimum-wage laws and streamline compensation and communication. This new model will allow us to best serve the people of Urbana through enhanced patron service, stronger programs, and more robust collections, all while creating balance for staff, showcasing their strengths, and staying within the current budget. Highlights of the job descriptions for the Commission's approval include the following:

- New positions created at the new PG-27 that have more responsibilities than PG-25, adding opportunities for internal growth. PG-27 was sparked by the new Programming Specialist position created with ARPA Grant funds.
- Language in job descriptions at the same pay grade is more aligned across departments/job descriptions for more consistency.

Recommendation

Staff recommends the Civil Service Commission approve the new job descriptions as well as the updated job descriptions and job titles listed below.

Included

- Job description: Librarian (former job title--Adult & Youth Services Librarian; remains PG-36)
- Job description: Archives Librarian (no title change; remains PG-36)
- Job description: IT Specialist (no title change; responsibilities added and compensation increased from PG-25 to PG-27)
- Job description: Digital Media & Graphics Coordinator (no title change; responsibilities added and compensation increased from PG-25 to PG-27)

- Job description: Programming Specialist (new job description for position created for ARPA grant; PG-27)
- Job description: Patron Services Specialist (new job description; responsibilities added to Information Assistant / Library Assistant 2 – Patron Services and compensation increased from PG-25 to PG-27)
- Job description: Library Assistant 2 – Patron Services (former job title--Information Assistant; remains PG-25)
- Job description: Library Assistant 2 – Safety (former job title--Safety & Volunteer Coordinator; remains PG-25)
- Job description: Library Assistant 1 – Cataloging (former job title--Acquisitions Cataloging Clerk; remains PG-23)