



The Urbana Free Library

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TO: Urbana Civil Service Commission

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

DATE: February 14, 2024

SUBJECT: Request for changes to the job description for FT Patron Services Specialist

Discussion

The Urbana Free Library is needing to hire a second FT Patron Services Specialist, but one who will have different responsibilities and tasks within the Patron Services department than the current FT Patron Services Specialist. To fulfill these disparate departmental needs, we'd like to broaden the job description. We anticipate this position will be filled from an internal hire. As with the initial search for the current Patron Services Specialist, the search's "passing score" would be the minimum qualifications for the position. Those minimum qualifications are identical to those for the Library Assistant 2 – Patron Services, meaning that any current LA2 would be eligible to apply for the newly created position.

Recommendation

Staff recommends the Civil Service Commission approve the new job description, and also re-approve the passing score of the minimum qualifications for the position.

Included

- Job description: Patron Services Specialist