



# The Urbana Free Library

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**TO:** Urbana Civil Service Commission

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

**DATE:** September 27, 2021

**SUBJECT:** Request to reopen search for FT Circulation Clerk/Information Assistant, set a passing score, and update Circulation Clerk and Information Assistant job descriptions

## **Discussion**

The Urbana Free Library is needing to hire another FT Circulation Clerk/Information Assistant. We last filled this position in January 2021. Given the well-documented hiring challenges for employers, we request permission to reopen the search for this position. We are not asking to decertify the current register, but rather, to add to the current register so that we have as many candidates to choose from as possible. As with the previous search, the reopened search “passing score” would be the minimum qualifications for the position. We will focus on the education and experience minimum requirements to assess if the candidates meet the minimum qualifications.

To open the search to the widest number of candidates possible, we also would like to update the Circulation Clerk and Information Assistant job descriptions to take out reference to passing the circulation and shelving tests, which we are phasing out. We also would like to add French as a desirable language skill given the increase in community members whose first language is French.

## **Recommendation**

Staff recommends the Civil Service Commission approve reopening the search for this position, re-approve the passing score of the minimum qualifications for the position, and approve the updated Circulation Clerk and Information Assistant job descriptions.

## **Included**

- Job description: Circulation Clerk (full-time/part-time)
- Job description: Information Assistant (full-time/part-time)