



The Urbana Free Library

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Date: February 28, 2022

To: The Civil Service Commission, The City of Urbana

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

Re: New Civil Service position – IT Specialist

The Urbana Free Library wishes to create a new position in our Information Technology department – IT Specialist. This new position will combine elements of the previously hourly IT User Support Assistant position and the vacant, full-time Jr System Administrator position and will remain at the same pay grade for wages (PG 25: \$38,476-\$50,019). Since the beginning of the pandemic, the Library's IT needs have evolved, and we believe this new position will serve those needs well. The Library therefore requests approval for a new classification (IT Specialist). The Library also would prefer to use the minimum qualifications of the position as the passing score for the exam and requests approval to do so.