



# ARBOR/LANDSCAPE SUPERVISOR

## JOB DESCRIPTION

<b>Department:</b> Public Works	<b>Division:</b> Operations
<b>Work Location:</b> Urbana Public Works	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> Deputy Public Works Director - Operations	<b>Union:</b> Non-Union

## JOB SUMMARY

Responsible for supervising the work of full-time, part time, and seasonal employees; organizing work sites; obtaining materials for job sites, and maintaining inventories and equipment. The Supervisor will also assist with the planning and coordinating of snow removal and may participate in the supervision of Special Event related activities.

The Arbor/Landscape Supervisor will be responsible for supervising the work of staff in the day-to-day maintenance of all landscapes on public properties within Urbana. This includes landscapes around public buildings, the downtown business district, parking lots, parklets, and right-of-way landscape beds. The incumbent adheres to the best practices and safety protocols for ornamental plant care, hardscape construction, and irrigation system management.

This position is be responsible for supervising the work of staff in the coordination of the care and health of the City's trees by monitoring, treating, and safeguarding their health conditions to improve public safety and enhance the appearance of the City's parklets and open space properties, on public rights-of-way, and other properties under the control of the City. While performing this work, incumbent adheres to the best practices and safety protocols for arboricultural practices including pruning, planting, and removal techniques; climbing techniques; composition and use of common pesticides and fertilizers; occupational hazards and safety precautions of the tree care industry; and other related work.

## ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.
- Receives work orders from the Deputy Public Works Director - Operations and/or generates work orders with the approval of the Deputy Public Works Director - Operations; maintains records of work performed.
- Supervises full-time staff and seasonal workers; assigns, plans and checks work; trains as required; evaluates employee performance; recommends hires and

discharges; recommends pay increases, promotions, and transfers; responsible for initiating disciplinary actions.

- Sets daily and weekly work plans for the respective section employees; coordinates work with other supervisors in the Operations Division, the Deputy Public Works Director - Operations, and other divisions and departments.
- Organizes work projects and assigns employees, equipment, and materials; orients staff to projects, work sites, and daily work plans.
- Inspects future work areas and lays out actual work sites.
- Calculates and tracks usage of equipment, materials, and labor along with associated cost for tasks, work orders, and projects completed utilizing asset and work management software and other departmental forms and technology.
- Serves as emergency on call Supervisor during assigned weeks each year.
- Responds to emergency call backs after normal working hours; assesses emergency situations; corrects or controls situations and contacts Deputy Public Works Director -Operations or Public Works Director if situation requires such.
- Responds to and assists in the resolution of citizen concerns.
- Prices and purchases materials for tasks, work orders, and projects; maintains inventories on materials purchased.
- Assists in researching and establishing standards and specifications for materials; reports on findings and makes recommendations to the Deputy Public Works Director - Operations.
- Reviews and documents all job-related injuries and accidents affecting assigned employees.
- Participates in monthly, quarterly, and annual Public Works planning and coordination at the departmental and divisional levels with focus on assigned areas of responsibility.
- Reviews weekly equipment maintenance logs (vehicle check list) to ensure appropriate maintenance is performed and recorded.
- Trains employees in proper traffic control and best practices in arboriculture work including chemical safety techniques; ensures safety protocols are followed
- Assists the Deputy Public Works Director - Operations and performs the preparation, development, and oversight of the arbor/landscape section budget in accordance with established policy and processes.

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- Assists the Deputy Public Works Director - Operations and performs the procurement of goods and services in accordance with established policy and processes.
- Assists in researching, developing, and recommending policies related to assigned areas of work, including workplace safety and arbor/landscape asset management best practices.
- Provides oversight of contractual tree and landscape services to assure standard operating procedures are followed and performance standards are met.
- Performs other related duties as assigned.

Landscape unit: Responsible for supervising and may participate in:

- Performance of landscape construction activities and day-to-day grounds maintenance.
- Planting and transplanting trees, shrubs, and other plants.
- Maintenance or removal of trees, shrubs, and other plant materials through the use of pruning shears, loppers, handsaw, chainsaw, hydraulic tools, or pesticide sprayer.
- Operating end loader, skid steer loader, backhoe, and dump trucks for landscaping work
- Performance of irrigation system diagnosis and maintenance.
- Performance of proper weed control for landscape maintenance and weed abatement scheduling.
- Mowing, trimming, and edging of designated high level maintenance areas.
- Trimming and pruning of trees and shrubs using chainsaw, handsaw, hand pruners, pole pruners, or pole saw.
- Spraying and fertilizing trees, shrubs, and other plants.
- Diagnosing tree, shrub, and other plant problems, plans and performs appropriate control measures.
- Performance of daily preventative maintenance of tools and small equipment (i.e.- string trimmers, chainsaw, mowers, or pesticide sprayer)

Arbor unit: Responsible for supervising and may participate in:

- Planting and transplanting trees, shrubs, and other plants.
- Treats and/or removes dead or diseased trees, shrubs, and other plant materials through the use of handsaws, chainsaws, pesticide sprayer, stump grinder, and wood chipper.
- Operates end loader, skid steer loader, backhoe, dump trucks, and various boom trucks for tree maintenance work as assigned.
- Trims and prunes trees using an aerial lift truck or rope and saddle.
- Sprays and fertilizes trees, shrubs, and other plants.
- Responds to emergency calls about trees.

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- Diagnoses tree disorders and initiates the control measures.
- Daily preventative maintenance of equipment.

*This information is intended to be descriptive of the key responsibilities of the position. These examples do not identify all duties performed by any single incumbent.*

## **JOB REQUIREMENTS**

### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- A high school diploma or GED equivalent.
- Two (2) years of progressively responsible experience planning, coordinating, overseeing, and/or supervising the work of other employees in an arboriculture or closely related field.
- Five (5) years of full-time, professional work experience in an arboriculture-related field where the related work performed was the primary occupation.

### **PREFERRED QUALIFICATIONS**

- College-level coursework in an arboriculture or related field.
- Completion of relevant supervisory training coursework.

### **Knowledge of**

- Demonstrated knowledge of occupational hazards and safety precautions necessary the in arbor and landscape industry.
- Demonstrated knowledge of and ability to identify trees, shrubs, and other plants via common name
- Demonstrated knowledge of plant and tree anatomy and care requirements of plants, trees and shrubs.
- Demonstrated knowledge of characteristics of plant pests and diseases, insect problems, and appropriate techniques for control.
- Demonstrated knowledge of principles of proper pruning and safe removal techniques
- Demonstrated knowledge of irrigation systems and their components.
- Demonstrated knowledge of landscape construction techniques.
- Landscape bed preparation and planting techniques for a variety of plant material.
- Demonstrated knowledge and skills in using standard materials, tools, and equipment required for standard landscaping and arboriculture practices including aerial lift truck, front-end loader, skid-steer loader, backhoe, wood chipper, dump truck, snow plow, chain saws, hand saws, pruners,

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hedge shears, roto-tillers, back pack sprayers, tank sprayers, shovels, rakes, hoes, and bed edgers; ability to adapt to additional equipment and attachments as assigned.

- Occupational hazards and safety precautions and practices necessary in the arbor and landscape industry.
- Demonstrated knowledge of the City of Urbana's Tree Ordinance and standards.
- Demonstrated knowledge of ANSI 300 and ANSI Z133 standards for arboricultural practices

#### **Skills**

- Basic algebra and accounting skills
- Skill in the use and maintenance of manual and heavy equipment used in arboriculture profession
- Oral and written communication skills

#### **Ability to**

- Effectively supervise, coach, and train, and evaluate assigned employees.
- Ensure accuracy of work performed and materials used by the overseen employees
- Comply with safety and arboricultural standards and codes accepted by the City.
- Monitor progress of work performed and adhere to work project schedules.
- Safely operate City vehicles and equipment, including those requiring a State of Illinois Class B, CDL, Air Brake and Tanker endorsement driver's license
- Read and interpret work assigned through written and verbal instructions.
- Perform tasks under adverse weather conditions.
- Communicate effectively and clearly, both verbally and in writing.
- Establish and maintain effective working relationships with City staff and the general public.
- Exercise sound judgment in decision-making and the performance of work.
- Maintain maximum confidentiality of sensitive information encountered in the performance of work.
- Lift 100 pounds and maneuver at least 200 pounds on a regular basis, with or without reasonable accommodation.

#### **LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED**

- Must possess or obtain within six (6) months of employment a valid State of Illinois Class B Commercial Driver's License (CDL) with Air Brake endorsement and have a safe driving record.
- Must possess ISA Certified Arborist designation.
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- Must possess an Illinois Pesticide Applicators license or have the ability to obtain one within (12) months of hire.

Landscape Industry Certified Technician — Exterior (formerly CLT-E) or training/education with similar content and coursework is preferred.

### **Job Dimensions**

#### **SECURITY LEVEL**

- Level CDL: Must demonstrate the ability to perform safety-sensitive functions in accordance with federal requirements.
- Level PHYS: Must demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.
- Level MVR: essential functions require frequent and safe operation of City vehicles.

#### **SPECIAL REQUIREMENTS**

- Employees in this classification are designated as Emergency/Essential and may be required to work overtime with little or no advance notice.
- The incumbent has considerable ongoing responsibility for public safety, as characterized by regularly scheduled duties including: 1) dealing with emergencies that directly affect the safety of the public, and 2) operating equipment or machines for which the consequences of operator error include significant property damage and/or threaten serious injury to self or others.

#### **Contacts**

- Frequent contact with general public, other public works departments, and other City departments.
- Regular contact with manufacturers and local suppliers to discuss and obtain materials for construction projects.
- Occasional contact with other private or government safety organizations.
- Contact occurs with vendors, utilities, contractors, other municipalities and organizations, and the public.

#### **Supervision received**

- This position works under the direction of the Deputy Public Works Director - Operations.

#### **Level and complexity of supervision exercised**

- This position is responsible for supervising the work of seasonal and part-time employees, and full-time employees including but not limited to Landscape/Arbor Maintenance Workers, Landscape Technicians I/II, Arbor Technicians I/II, Arbor/Landscape Crew Leaders, and Landscape Recycling Center (LRC) staff.

## Supplemental Information

### **Physical Demands and Working Conditions**

The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.

Work requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects up to 100 pounds, crawling or crouching in restricted areas. Occasional maneuvering of heavy objects weighing up to 200 pounds is required with or without special accommodations. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; working in small, cramped areas, (e.g., equipment enclosures ,etc.); climbing ladders or steps to reach work areas; remaining in a standing position for extended periods of time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; moving heavy objects long distances (more than 20 feet); traveling across rough, uneven, or rocky surfaces; lifting heavy objects up to 100 lbs.; using power tools and hand tools; climbing stairways, ladders, and work on elevated structures; working in a stationary position for considerable periods of time (i.e., kneeling, standing, and sitting); exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.; typically working at heights of 20 to 70 feet: occasionally in excess of 70 feet; and may require working extended hours (employees are assigned stand-by shifts outside their normal work shift and may be called for emergencies).

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

**Hearing:** Hear in the normal audio range with or without correction.

*The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### **Class Specification History**

New class:

General revision: August 27, 2025

Revised minimum qualifications:

Revised definition, minimum qualifications, and add distinguishing characteristics:

New class code:

*For HR/Finance Use*

<b>Job Class Code</b>	<b>Pay Grade</b> 112
<b>EEO Category</b>	<b>LVL</b>



CITY OF URBANA  
Human Resources Division

# ARBOR/LANDSCAPE SUPERVISOR

## JOB DESCRIPTION

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<b>Department:</b> Public Works	<b>Division:</b> <del>Arbor</del> <u>Operations</u>
<b>Work Location:</b> <del>Landscape Recycling Center</del> <u>Urbana Public Works</u>	<b>Percent Time:</b> 100%, <del>regular</del> <u>%</u>
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Exempt
<b>Reports To:</b> <del>Arbor Division Manager</del> <u>Deputy Public Works Director - Operations</u>	<b>Union:</b> Non-Union-

## **JOB SUMMARY**

~~Supervises and trains workers in planting, establishing, and maintaining forestry and landscaped areas; designs work plans and assists Arbor Manager in Responsible for supervising the work of full-time, part time, and seasonal employees for the landscape recycling center; participates in planning and coordinating for landscape projects and forestry plans; inspects trees and shrubs; diagnoses and treats tree and shrub problems; organizes, organizing work sites and purchases, obtaining materials for jobs; maintains job sites, and maintaining inventories and equipment. The Supervisor will also assist with the planning and coordinating of snow removal and may participate in the supervision of Special Event related activities.~~

~~The Arbor/Landscape Supervisor will be responsible for supervising the work of staff in the day-to-day maintenance of all landscapes on public properties within Urbana. This includes landscapes around public buildings, the downtown business district, parking lots, parklets, and right-of-way landscape beds. The incumbent adheres to the best practices and safety protocols for ornamental plant care, hardscape construction, and irrigation system management.~~

~~This position is be responsible for supervising the work of staff in the coordination of the care and health of the City's trees by monitoring, treating, and safeguarding their health conditions to improve public safety and enhance the appearance of the City's parklets and open space properties, on public rights-of-way, and other properties under the control of the City. While performing this work, incumbent adheres to the best practices and safety protocols for arboricultural practices including pruning, planting, and removal~~

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techniques; climbing techniques; composition and use of common pesticides and fertilizers; occupational hazards and safety precautions of the tree care industry; and other related work.

**ESSENTIAL FUNCTIONS**

- Actively supports and upholds the City's mission and values.
- Receives work orders from the Deputy Public Works Director - Operations and/or generates work orders with the approval of the Deputy Public Works Director - Operations; maintains records of work performed.
- Supervises full-time, ~~part-time~~ staff and seasonal workers; ~~plans,~~ assigns, plans and ~~approves~~ checks work; trains as required; evaluates employee performance; recommends hires and discharges; ~~initiates~~ recommends pay increases, promotions, and transfers; responsible for initiating disciplinary actions.
- ~~Trains employees in proper safety procedures regarding the use of tools, equipment, and vehicles; the application of herbicides and pesticides; and traffic control; holds weekly staff safety meetings.~~
- Sets daily and weekly work plans for ~~Arbor staff,~~ writes monthly and quarterly reports on work accomplished the respective section employees; coordinates work with other supervisors in the ~~Arbor~~ Operations Division Manager, the Deputy Public Works Director - Operations, and other divisions and departments.
- Organizes work projects and ~~schedules Arbor staff and~~ assigns employees, equipment, and materials; orients staff to projects, work sites, and daily work goals plans.
- ~~Coordinates work orders received from the Arbor Division Manager or City Arborist and/or generates work orders with the approval of the Arbor Division Manager.~~
- ~~Maintains records of work orders, requests, and supplies necessary for Arbor Division work.~~
- ~~Diagnoses plant problems and initiates control measures as required.~~
- ~~Coordinate tree planting projects.~~

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- ~~Coordinate landscape installation projects.~~
- ~~Trims and prunes trees and shrubs using rope and saddle and aerial lift truck; identifies species of trees and shrubs.~~
- ~~Plants and transplants trees and shrubs; removes dead and diseased trees and shrubs.~~
- ~~Supervises and assists Arbor staff in all phases of tree work, including trimming, removal, cabling/bracing, and planting.~~
- ~~Supervises and assists in all phases of landscape maintenance.~~
- ~~Supervises and assists in the spraying and fertilizing of trees, shrubs, and other plants seasonally; schedules pesticide applications as required.~~
- ~~Inspects trees/landscapes on the right-of-way and grounds of public facilities to establish maintenance and restoration requirements.~~
- Inspects future work areas and lays out actual work sites.
- Calculates and tracks usage of equipment, materials, and labor along with associated cost for tasks, work orders, and projects completed utilizing asset and work management software and other departmental forms and technology.
- Serves as emergency on call Supervisor during assigned weeks each year.
- Responds to emergency call backs after normal working hours; assesses emergency situations; corrects or controls situations and contacts Deputy Public Works Director -Operations or Public Works Director if situation requires such.
- Responds to and assists in the resolution of citizen concerns.
- Prices and purchases materials for tasks, work orders, and projects; maintains inventories on materials purchases for Arbor projects.purchased.
- ~~Daily inspects work performed by Arbor Division to maintain standards for quality control.~~
- ~~Assists in annual Arbor Day events with Urbana Public Schools.~~
- ~~Organizes and supervises snow removal.~~
- ~~Responds to and assists in the resolution of citizen complaints.~~

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- Assists in researching and establishing standards and specifications for materials; reports on findings and makes recommendations to the Deputy Public Works Director - Operations.
- Reviews and documents all job-related injuries and accidents affecting assigned employees.
- Participates in monthly, quarterly, and annual Public Works planning and coordination at the departmental and divisional levels with focus on assigned areas of responsibility.
- Reviews weekly equipment maintenance logs (vehicle check list) to ensure appropriate maintenance is performed and recorded.
- Trains employees in proper traffic control and best practices in arboriculture work including chemical safety techniques; ensures safety protocols are followed
- Assists the Deputy Public Works Director - Operations and performs the preparation, development, and oversight of the arbor/landscape section budget in accordance with established policy and processes.
- Assists the Deputy Public Works Director - Operations and performs the procurement of goods and services in accordance with established policy and processes.
- Assists in researching, developing, and recommending policies related to assigned areas of work, including workplace safety and arbor/landscape asset management best practices.
- Provides oversight of contractual tree and landscape services to assure standard operating procedures are followed and performance standards are met.
- Performs other related duties as assigned.

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JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- Knowledge and skills typically acquired through the acquisition of an associate's degree in urban forestry or landscape horticulture.

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Three (3) years of experience in arboriculture and two (2) years of experience in landscape maintenance and/or Landscape unit: Responsible for supervising and may participate in:

- Performance of landscape construction activities and day-to-day grounds maintenance.
- Knowledge and skills in safely using standard materials, tools, and equipment required in the green industry; (including hand pruners, handsaws, chain saws, hydraulic saws, ropes and saddles, pole saws, power pruners, axes, shovels, spades, pry bars, wire cutters, sockets, wrenches, sledge hammers, pliers, scrapers, hand-held radios, brush chippers, stump grinders, tub grinders, aerial boom trucks, back hoes, end loaders, skid steer loaders, crawler truck loaders, and dump trucks).
- KnowledgePlanting and transplanting trees, shrubs, and other plants.
- Maintenance or removal of trees, shrubs, and other plant materials through the use of pruning shears, loppers, handsaw, chainsaw, hydraulic tools, or pesticide sprayer.
- Operating end loader, skid steer loader, backhoe, and dump trucks for landscaping work
- Performance of irrigation system diagnosis and ability to apply maintenance.
- Performance of proper ~~pruning principles~~weed control for landscape maintenance and weed abatement scheduling.
- Knowledge of plant anatomy, physiology, and growth requirements; ability to identify a variety of plant material.
- Knowledge of plant diseasesMowing, trimming, and edging of designated high level maintenance areas.
- Trimming and ~~insect problems~~pruning of trees and shrubs using chainsaw, handsaw, hand pruners, pole pruners, or pole saw.
- Spraying and fertilizing trees, shrubs, and other plants.
- Diagnosing tree, shrub, and other plant problems, plans and performs appropriate control measures.
- Performance of daily preventative maintenance of tools and small equipment (i.e.- string trimers, chainsaw, mowers, or pesticide sprayer)

Arbor unit: Responsible for supervising and may participate in:

- Planting and transplanting trees, shrubs, and other plants.
- Treats and/or removes dead or diseased trees, shrubs, and other plant materials through the use of handsaws, chainsaws, pesticide sprayer, stump grinder, and wood chipper.

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- Operates end loader, skid steer loader, backhoe, dump trucks, and various boom trucks for tree maintenance work as assigned.
- Trims and prunes trees using an aerial lift truck or rope and saddle.
- Sprays and fertilizes trees, shrubs, and other plants.
- Responds to emergency calls about trees.
- Diagnoses tree disorders and initiates the control measures.
- Daily preventative maintenance of equipment.

*This information is intended to be descriptive of the key responsibilities of the position. These examples do not identify all duties performed by any single incumbent.*

## **JOB REQUIREMENTS**

### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- A high school diploma or GED equivalent.
- Two (2) years of progressively responsible experience planning, coordinating, overseeing, and/or supervising the work of other employees in an arboriculture or closely related field.
- Five (5) years of full-time, professional work experience in an arboriculture-related field where the related work performed was the primary occupation.

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### **PREFERRED QUALIFICATIONS**

- College-level coursework in an arboriculture or related field.
- Completion of relevant supervisory training coursework.

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### **Knowledge of**

- Demonstrated knowledge of occupational hazards and safety precautions necessary ~~the~~ in arbor and landscape ~~trade~~industry.
- ~~Knowledge of Urbana~~Demonstrated knowledge of and ability to identify trees, shrubs, and other plants via common name
- Demonstrated knowledge of plant and tree anatomy and care requirements of plants, trees and shrubs.

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- Demonstrated knowledge of characteristics of plant pests and diseases, insect problems, and appropriate techniques for control.
- Demonstrated knowledge of principles of proper pruning and safe removal techniques
- Demonstrated knowledge of irrigation systems and their components.
- Demonstrated knowledge of landscape construction techniques.
- Landscape bed preparation and planting techniques for a variety of plant material.
- Demonstrated knowledge and skills in using standard materials, tools, and equipment required for standard landscaping and arboriculture practices including aerial lift truck, front-end loader, skid-steer loader, backhoe, wood chipper, dump truck, snow plow, chain saws, hand saws, pruners, hedge shears, roto-tillers, back pack sprayers, tank sprayers, shovels, rakes, hoes, and bed edgers; ability to adapt to additional equipment and attachments as assigned.
- Occupational hazards and safety precautions and practices necessary in the arbor and landscape industry.
- Demonstrated knowledge of the City of Urbana's Tree Ordinance and standards.
- KnowledgeDemonstrated knowledge of principlesANSI 300 and processesANSI Z133 standards for providing outstanding customer service-arboricultural practices

**Skills**

- Basic algebra and accounting skills
- Skill in the use and maintenance of manual and heavy equipment used in arboriculture profession
- Oral and written communication skills

**Ability to**

- Climb trees using rope and saddle technique.
- Construct landscapes using green industry standards for both soft and hardscaped elements.
- OperateEffectively supervise, coach, and train, and evaluate assigned employees.
- Ensure accuracy of work performed and materials used by the overseen employees

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- Comply with safety and arboricultural standards and codes accepted by the City.
- Monitor progress of work performed and adhere to work project schedules.
- Safely operate City vehicles and equipment, including those requiring a State of Illinois Class B driver's license with, CDL, Air Brake and Tanker Endorsements, including vehicles such as aerial lift trucks, end-loaders, tractors, back-hoes, and digger derricks.endorsement driver's license
- ~~Effectively supervise and train employees.~~
- Read and interpret work assigned through written and verbal instructions.
- Perform tasks under adverse weather conditions.
- Communicate effectively and clearly, both verbally and in writing.
- ~~Establish and enforce operating procedures and work standards that will ensure adequatemaintain effective working relationships with City staff and the general public.~~
- Exercise sound judgment in decision-making and the performance and personnel safety of work.
- ~~Schedule work for crews depending on work priorities, crew and equipment availability, and weather conditions.~~
- ~~Monitor activities to ensure that instructions are followed, deadlines are met, and schedules are maintained.~~
- ~~Ability to lift~~Maintain maximum confidentiality of sensitive information encountered in the performance of work.
- ~~Lift~~ 100 pounds and maneuver at least 200 pounds on a regular basis.
- ~~Work with confidential records~~or without reasonable accommodation.

**LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED**

- ~~Must possess a valid State of Illinois Class B commercial driver's license with air brake and tanker endorsements.~~
- Must possess or obtain within ~~one (1) year~~six (6) months of employment a valid State of Illinois Class B Commercial Driver's License (CDL) with Air Brake endorsement and have a safe driving record.
- Must possess ISA Certified Arborist designation.

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- Must possess an Illinois Pesticide Applicators license and International Society or have the ability to obtain one within (12) months of Arborists (ISA) certification.hire.

RESPONSIBLE FOR:

- Responsible for directly supervising two (2) Arbor Technicians, (1) one Assistant Arbor Technician, one (1) to four (4) seasonal workers, and one (1) Operator (winter season); one (1) Landscape Technician, one (1) Landscape Crew Leader, two (2) seasonal workers.
- Ensures work performed and materials used by the Arbor staff comply with standards and codes accepted by the City.
- Responsible for maintaining landscaped areas and public right of ways.  
Responsible for Landscape Industry Certified Technician — Exterior (formerly CLT-E) or training/education with similar content and coursework is preferred.

Job Dimensions

SECURITY LEVEL

- Level CDL: Must demonstrate the ability to perform safety-sensitive functions in accordance with federal requirements.
- Level PHYS: Must demonstrate the ability to perform essential functions that require physical agility as noted in the job description, with or without reasonable accommodations.
- Level MVR: essential functions require frequent and safe operation and maintenance of City vehicles and equipment.

SPECIAL REQUIREMENTS

- Employees in this classification are designated as Emergency/Essential and may be required to work overtime with little or no advance notice.
- The incumbent has considerable ongoing responsibility for public safety, as characterized by regularly scheduled duties including: 1) dealing with emergencies that directly affect the safety of the public, and 2) operating

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equipment or machines for which the consequences of operator error include significant property damage and/or threaten serious injury to self or others.

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Contacts~~Contacts~~: INTERNAL/EXTERNAL

Daily

- Frequent contact with general public, other public works departments, and other City departments.
- Seasonal~~Regular~~ contact with plant material~~manufacturers and local~~ suppliers to discuss and obtain materials for construction projects.
- Occasional contact with equipment suppliers~~other private or government safety organizations.~~
- Monthly~~contact~~ Contact occurs with vendors, utilities, contractors, other governmental agencies.
- Occasional~~contact with the University of Illinois, the~~ Urbana Park District, municipalities and organizations, and the public.

Supervision received

- This position works under the direction of the Urbana~~Deputy~~ Public Schools.
- Occasional~~contact with other departments.~~

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WORK ENVIRONMENT

- Works out-of-doors year-round~~Director -Operations.~~

Level and complexity of supervision exercised

- This position is responsible for supervising the work of seasonal and part-time employees, and full-time employees including but not limited to Landscape/Arbor Maintenance Workers, Landscape Technicians I/II, Arbor Technicians I/II, Arbor/Landscape Crew Leaders, and Landscape Recycling Center (LRC) staff.

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**Supplemental Information**

**Physical Demands and Working Conditions**

The work environment involves potential high risk and/or stress due to exposure to dangerous situations, hazardous materials, and/or unusual environmental stress from working in high-risk situations and/or high noise levels, poor ventilation, and/or extremes of heat or cold. Protective gear and/or special equipment is normally required.

- ~~Work~~ Works at heights.
- ~~Works with potentially hazardous chemicals.~~
- ~~Works with potentially dangerous tools.~~
- ~~Works in and around heavy equipment and traffic.~~
- ~~Possibility of cuts, bruises, sprains, fractures, or amputation exists.~~

~~The~~ requires considerable and strenuous physical exertion such as climbing ladders, frequent lifting of objects up to 100 pounds, crawling or crouching in restricted areas. Occasional maneuvering of heavy objects weighing up to 200 pounds is required with or without special accommodations. The work environment and physical demands may include: making precise arm-hand positioning movements; lifting arms above shoulder level; working in small, cramped areas, (e.g., equipment enclosures ,etc.); climbing ladders or steps to reach work areas; remaining in a standing position for extended periods of time; working outside year-round in a variety of weather conditions with exposure to the outdoor elements; moving heavy objects long distances (more than 20 feet); traveling across rough, uneven, or rocky surfaces; lifting heavy objects up to 100 lbs.; using power tools and hand tools; climbing stairways, ladders, and work on elevated structures; working in a stationary position for considerable periods of time (i.e., kneeling, standing, and sitting); exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.; exposure to hazards of falls, noise, equipment operation, etc.; typically working at heights of 20 to 70 feet; occasionally in excess of 70 feet; and may require working extended hours (employees are assigned stand-by shifts outside their normal work shift and may be called for emergencies).

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.

**Hearing:** Hear in the normal audio range with or without correction.

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Arbor/Landscape Supervisor

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City of Urbana

*The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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PHYSICAL ENVIRONMENT

- ~~Multi limb coordination: the ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.~~
- ~~Arm hand steadiness: the ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.~~
- ~~Near vision: the ability to see details at close range (within a few feet of the observer).~~
- ~~Must be able to hear and understand conversation in a noisy environment.~~

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SPECIAL EFFORT REQUIRED

- ~~Must be available in the event of emergencies.~~

- ~~Must be bondable~~

~~The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Class Specification History**

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Arbor/Landscape Supervisor

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City of Urbana

New class:

General revision: August 27, 2025

Revised minimum qualifications:

Revised definition, minimum qualifications, and add distinguishing characteristics:

New class code:

*For HR/Finance Use*

<b>Title/Job Class Code</b>	<b>Pay Grade</b>
	<u>43 — 112</u>
<b>EEO Category</b>	<b>LVL</b>
<u>2 Professionals</u>	

**~~Class Specification History~~**

- ~~• Pay grade changed: 12/5/2018~~
- ~~• General revision and title change: 2/27/2013.~~



*CITY OF URBANA*  
*Human Resources Division*

## MEMORANDUM

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**To:** The Urbana Civil Service Commission  
**From:** Human Resources staff  
**Re:** Passing Score for the 2025 Police Sergeant Promotional Register  
**Date:** August 27, 2025

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### A. INTRODUCTION

Human Resources and Police Command staffs request the Civil Service Commission consider a passing score of 58.00 to establish the promotional register for Police Sergeants; the result will place 18 candidates on the register.

### B. BACKGROUND

The most recent Police Sergeants' promotional register was established in 2020 with a life span of three years. Due to long term vacancies in key positions, including the Chief of Police, and staff restructuring, a new promotional process was completed in August of 2025. The Urbana Police Department and Human Resources initiated a new promotional process this spring. The test vendor selected to administer the promotional process was National Testing Network (NTN), and the test was composed of a written examination and an assessment center.

### C. DISCUSSION

Per Rule 6.6 of the Urbana Civil Service Rules, the sergeants' promotional examination process consisted of a written exam, which was worth 50 percent of the total score; an assessment center, comprised of an oral interview and scenario-based exercises, which worth 30 percent of the total score; and a merit rating assessed by Police Command staff, which counted for 20 percent of the total score. Seniority points were then added to the composite score for a final score. At the requested passing point, 18 candidates would be eligible for placement on the promotional register.

### D. REQUESTED ACTION

Staff requests for the passing score for the Sergeants' promotional register to be set at 58.00.



# GRANTS ~~COMMUNITY DEVELOPMENT~~ SPECIALIST (CDBG/HOME/SUPPORTIVE HOUSING PROGRAMS)

## JOB DESCRIPTION

<b>Department:</b> Community Development Services	<b>Division:</b> Grants Management
<b>Work Location:</b> Urbana City <del>Building</del> Hall	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Grants Division Manager	<b>Union:</b> Non-Union

## JOB SUMMARY

The Grants Specialist performs a variety of general administrative functions relevant to in support of the Grants Management Division. Responsibilities include program management support and planning, monitoring grant recipients and members, preparation of reports, grant application management, and building and maintaining relationships management with non-profit and governmental partners and consortiums.

An ideal applicant for this position will The incumbent must demonstrate strong organizational and administrative aptitude, with a clear proclivity and the ability to independently manage assigned work projects for project management, adhere to regulatory compliance, and model excellent public service. They should possess exceptional attention to detail and be analytical. Familiarity with the following is preferred, but not required:

Community Development Block Grant (CDBG), particularly for home repair projects

HOME Investment Partnership

Community Housing Development Organizations (CHDO)

Consolidated Social Service Funding Experience working with social service agencies

Urbana HOME Consortium

An ideal candidate for this role will bring not only technical expertise in administration but also a sincere passion for affordable housing as a public mission. They should be deeply motivated by the opportunity to support vulnerable populations through service delivery.

~~Performs general administrative functions related to the Community Development Block Grant, HOME Investment Partnership, and supportive housing programs. Functions include program management and planning, monitoring of grant recipients/Community Housing Development Organizations (CHDO)/Consortium members, completion of grant reports, preparation of supportive services grant applications, review of CHDO applications, coordination of the Consolidated Social Service Funding application process, administration of homebuyer assistance programs, maintenance of the environmental review record and general administrative functions related to the Community Development Block Grant, and the Urbana HOME Consortium involving Urbana, Champaign, and Champaign County.~~

### ESSENTIAL FUNCTIONS

- Actively supports and upholds the City's mission and values.

### ~~HOME PROGRAM~~ HUD CPD PROGRAMS (HOME AND CDBG)

- ~~Implements the Urbana HOME Consortium~~ programs funded through the Department of Housing and Urbana Development, including CDBG and HOME Investment Partnership programs, through:
  - Manages Supports the Housing Rehabilitation program by maintaining and updating application materials, reviewing applications for assistance, and managing ~~overseeing~~ home repair projects in coordination with the City's Building Inspector Official and approved contractors.
  - Processes reimbursement requests from contractors and subgrantees and reviews requests for compliance with program regulations.
  - Communicates program contract and regulatory requirements to partner agencies, program contractors, and community members, and assists in reviewing and monitoring current and prospective partner agency documents and programs for regulatory compliance.
- ~~Oversight of intergovernmental agreements governing the HOME Consortium;~~
- ~~Interpretation of HOME contracts and regulations;~~
- ~~Serves as liaison between HUD and HOME Consortium partners in matters pertaining to HOME contract and regulatory interpretations;~~
  - Utilizes public maps, databases, and records to assist with the completion of Environmental Review checklists for HUD-funded projects.
  - Tracks and reports project progress and accomplishments to HUD.

- Ensures project files are maintained in accordance with City program manuals and HUD regulations. Timely submission of grantee reports to funding agencies and HOME Consortium partners;
- Assists Division Manager and Community Development Coordinator with preparation of subrecipient agreements and community housing development organizations (CHDOs) agreements program agreements for review by the Community Development Commission, City Council, and/or Mayor.
- Conducts outreach to community members and partners to promote awareness of programs and to inform plans and reports.
- ~~Coordination of technical assistance for non-profit organizations participating in or interested in the HOME program;~~
- ~~Review of applications from non-profit organizations for community housing development organization status and recommendation of actions regarding same to supervisor;~~
- ~~Collection and dissemination of information pertaining to HOME Program administration to HOME Consortium members and partners;~~
- ~~Preparation of~~ Assists with preparation of the HOME component of HUD plans and reports, including the Consolidated Plan, Annual Action Plan, and the Comprehensive Annual Performance and Evaluation Report, and other reports as needed;
- Attends trainings and workshops sponsored by HUD and other entities that involve community development and affordable housing issues.
- COMMUNITY SERVICES GRANT PROGRAM ~~Coordinates homebuyer assistance programs through:~~
  - ~~Dissemination of information regarding available programs to the general public, prospective homebuyers, realtors, and bankers;~~
  - ~~Preparation of bond ordinances and agreements in conjunction with bond underwriters for review by the Community Development Commission and City Council;~~
  - ~~Preparation and dissemination of promotional materials and coordination of press events.~~
  - ~~Assists the Grants Management Division Manager in representing the City on the Champaign County Community Reinvestment Group.~~
  - ~~Performs other duties as assigned.~~

- ~~Implements Community Development Block Grant Program through:~~
  - ~~Preparation of the Community Development Block Grant component of the Consolidated Plan, Annual Action Plan, and Comprehensive Annual Performance and Evaluation Report;~~
  - ~~Preparation of subrecipient agreements for review by the Community Development Commission, City Council, and/or Mayor;~~
  - ~~Enforcement and oversight of subrecipient agreements;~~
  - ~~Serves as liaison between HUD and subrecipient in matters pertaining to contract and regulatory interpretation;~~
- Coordinates City of Urbana grant opportunities for social service agencies Consolidated Social Service Fund, including but not limited to grants through the Community Services Grants Program, application process through:
  - ~~Preparation~~ Prepares of application documents forms.
  - Notification Notifies to social service agencies regarding fund availability.
  - Provides technical assistance training to applying agencies.
  - ~~Transmittal of applications to City Council.~~ Assists with application review process.
  - Processes reimbursement requests.
  - ~~Coordination of annual social service presentations.~~ Tracks program data and outcomes.

SUPPORTIVE HOUSING HOUSING AND HOMELESS INNOVATIONS GRANT PROGRAM

- Implements grants for ~~supportive housing~~ homeless services and shelter programings, including but not limited to grants through the Supportive Housing Program and Emergency Shelter Housing and Homeless Innovations Grant Program, through:
  - Assists Division Manager and coordinator division staff with preparation of program materials, including applications forms and subrecipient agreements.
  - Tracks and reports progress and accomplishments to funding agencies.
- Reviews and processes reimbursement requests. ~~Oversight and enforcement of subrecipient contracts;~~
  - ~~Preparation of subrecipient agreements for review by the Community Development Commission, City Council, and/or Mayor.~~
  - ~~Preparation of grant applications and presentation of same to the Community Development Commission and City Council;~~
  - ~~Timely submission of grantee reports to funding agencies;~~
  - ~~Interpretation of program contract and regulations.~~
  - ~~Preparation of annual Continuum of Care narrative.~~
  - ~~Preparation of applications for supportive housing funding for city administered projects and presentation of same to the Community Development Commission and City Council.~~

- ~~Assists Grants Management Division Manager in representing the City on Urbana-Champaign~~ the Continuum of Care, Co Continuum of Services Providers to the Homeless ~~and~~ and ~~Human Service Council.~~
- ~~Implements grants for Supportive Housing Programs, including but not limited to grants through the HUD Supportive Housing grant and similar programs, through:~~
  - ~~Oversight and enforcement of subrecipient contracts;~~
  - ~~Preparation of subrecipient agreements for review by the Community Development Commission, City Council, and/or Mayor;~~
  - ~~Preparation of supportive housing grant applications and presentation of same to the Community Development Commission and City Council;~~
  - ~~Timely submission of grantee reports to funding agencies;~~
  - ~~Interpretation of Program contract and regulations;~~
- Preparation of annual Continuum of Care narrative report;

~~ALL~~ OTHER PROGRAMS AND RESPONSIBILITIES

- ~~Maintains the Environmental Review Record for all Grants Management Division activities through:~~
  - ~~Completion of environmental review checklists;~~
  - ~~Completion of annual environmental review memorandum.~~
  - ~~Preparation of legal notices;~~
  - ~~Submission of requests for release of funds to HUD prior to project payments, in conjunction with Grants Compliance Specialist and Grants Management Division Manager;~~
  - ~~Maintenance of environmental review files.~~
- Monitoring and Reporting:
  - ~~Responsible for ensuring that Subrecipients, Consortium members, and CHDOs, including projects funded with CHDO set aside funds, are monitored regularly.~~
  - ~~Assists Grants Management Division Manager with preparation and submission of the narrative report related to the City of Urbana and Urbana HOME Consortium with regard to the Consolidated Plan (Con Plan), Annual Action Plan (AAP), and Consolidated Annual Performance and Evaluation Review (CAPER);~~
  - ~~Prepares and submits other reporting as required by HUD.~~
- Assists Division Manager in submitting documentation to the State of Illinois with regard to regarding the City's Private Activity Bond Cap allocation.
- Prepares legal notices for Grants Management Division programs.
- Assists Grants Management Division Manager in representing the City on Champaign County Community Reinvestment Group.

- Assists Grants Management Division Manager in facilitating Community Development Commission meetings through preparation of meeting packets and recording of meeting minutes.
- ~~Attends trainings and workshops sponsored by HUD and other entities that involve community development and affordable housing issues.~~
- Performs other duties as assigned.

## JOB REQUIREMENTS

### GENERAL

- ~~Desire and ability to deal effectively with the general public, with governmental employees, contractors, and representatives of non profit organizations.~~
- ~~Use Microsoft Office Suite proficiently, including ability to develop and utilize spreadsheets such as Excel.~~
- ~~Must possess, or obtain within fifteen (15) days, and maintain a current State of Illinois Class D Driver's License.~~

### KNOWLEDGE EDUCATIONS & EXPERIENCE

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Knowledge typically acquired through completion of a bachelor's degree in public administration, urban planning, community development, or equivalent experience directly related to the previous degrees, plus one year of related professional experience.
- Experience with Community Development Block Grant (CDBG), particularly for home repair projects, HOME Investment Partnership, Community Housing Development Organizations (CHDO), and professional work with social service agencies is preferred

### Knowledge of

- Knowledge of business English, punctuation, grammar, spelling, and business math.
- Familiarity with HUD grant programs, including CDBG, HOME, and McKinney-Vento (HEARTH) Act, is highly desirable.
- Familiarity with environmental review guidelines is desirable.
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- —

### Ability to

### ABILITY TO

- Work collaboratively and courteously with City staff, stakeholders, partners, and members of the public.
- Demonstrate an understanding of and value for the opportunity to support vulnerable populations through service delivery.
- Independently manage time and assigned tasks and responsibilities.
- Draft and interpret contracts and agreements.
- Cross-reference and interpret title and credit reports. Maintain organized project files.
- ~~Manage~~ Oversee projects in accordance with local, state, and federal regulations.
- Work with and maintain confidential information.
- Pay close attention to detail and perform tasks with a high degree of accuracy.
- Analyze information in order to apply sound judgment in the performance of duties.
- Periodically attend meetings before or after normal working hours.
- Desire and ability to deal effectively with the general public, with governmental employees, contractors, and representatives of non-profit organizations.
- Use Microsoft Office Suite proficiently, including ability to develop and utilize spreadsheets such as Excel.

**LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED**

- Must possess, or obtain within fifteen (15) days, and maintain a current State of Illinois Class D Driver’s License.

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**Contacts**

**CONTACTS**

- Daily contact with the general public.
- Regular contact with federal, state, and local officials.
- Periodic contact with non-profit agency representatives and contractors.

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- Must possess, or obtain within fifteen (15) days, and maintain a current State of Illinois Class D Driver’s License.

**Supervision received**

- This position works under the general supervision of the Grants Manager

**Level and complexity of supervision exercised**

- This position does not supervise any staff positions.

**SECURITY LEVEL**

- Level MVR: essential functions require frequent and safe operation of City vehicles.

**Physical Demands and Working Conditions**

**WORK ENVIRONMENT**

- Physical Demands: Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 25 pounds; to lift and carry objects weighing up to 25 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office. On an infrequent basis, essential duties of the position may require the ability to climb stairs, to kneel, and/or crouch to retrieve files and other items.
- Working Conditions: This position requires the ability to work primarily in a standard office setting and infrequently in the field for periodic inspection of construction and program sites. The work requires sitting and/or standing for prolonged periods of time, walking and frequent interaction with others, both in person and on the phone. May occasionally require the ability to work outside in a variety of weather conditions. May require occasional evening or weekend hours.~~Standard office setting~~
  - ~~Periodic inspection of construction and program sites.~~

*The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employee agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Class Specification History**

New class established by the Civil Service Commission: 6/10/2015

General revision: August 27, 2025

*For HR/Finance Use*

<b>Title Code</b> 2133	<b>Pay Grade</b> <u>106</u> 30
<b>EEO Category</b> 2- Professional	



# The Urbana Free Library

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210 West Green Street, Urbana, Illinois 61801 • 217-367-4057 • fax: 217-367-4061 • [urbanafreelibrary.org](http://urbanafreelibrary.org)

**To:** The Civil Service Commission, The City of Urbana

**From:** Taliah Abdullah, Executive Director of The Urbana Free Library

**Date:** August 18, 2025

**Re:** Updated list of Civil Service employees

**Employees joining the Civil Service at The Urbana Free Library:**

Jacob Strom started a full-time Civil Service position as Digital Media & Graphic Designer on February 16, 2025. Jacob was an internal hire who had been a part-time Digital Media & Graphic Designer. He successfully completed his probationary period and is now a full member of the Civil Service.

**Employees in their probationary period at The Urbana Free Library:**

Matthew Morin started a full-time Civil Service position as Library Assistant 2 – Safety on June 2, 2025.

James Porter started a full-time Civil Service position as Facilities Supervisor on June 22, 2025.

Tina Carrington started a full-time Civil Service position as Administration Specialist on June 23, 2025.

**List of current Civil Service employees at The Urbana Free Library:**

- Anslie Waldrep: Patron Services Specialist
- Brian Yako: Library Assistant 1 – Cataloging
- Brittni Meza-Krokenes: Library Assistant 2 – Patron Services
- Craig Williams: Library Assistant 2 – Safety
- Elaine Bearden: Programming Librarian
- Esther Yi: Programming Librarian
- Jacob Strom: Digital Media & Graphic Designer
- Jennie Grace: Digital Media & Graphics Coordinator
- Joel Spencer: Patron Services Librarian
- Jordan Kahle: Patron Services Librarian
- Kasia Hopkins: Collections Librarian
- Logan Peal: IT Specialist
- Matthew Wetherbee: Library Assistant 1 – Cataloging
- Michael Poker: Library Assistant 2 – Patron Services
- Olivia Coleman: Programming Specialist
- Paige McQuigg: Patron Services Specialist
- Robin Hayden: Patron Services Specialist
- Sara Bennett: Archives Librarian
- Sherrie Bowser: Archives Librarian