



CITY OF URBANA CIVIL SERVICE COMMISSION

DATE: Wednesday, August 26, 2026
TIME: 4:00 PM
PLACE: 400 South Vine Street, Urbana, IL 61801

AGENDA

1. Call to Order and Roll Call
2. Approval of Minutes of Previous Meeting
3. Public Input
4. New Business
 - A. Request to add classification: Arts & Culture Coordinator
 - B. Request to add classification: Finance Manager – TUFL
 - C. Request to add classification: Executive Assistant - TUFL
 - D. Request to add classification: IT Manager – TUFL
5. Informational and Discussion Items
6. Adjournment



In compliance with the Americans with Disabilities Act (ADA): Persons with a disability may request a reasonable accommodation by contacting the City of Urbana's ADA Coordinator, in person or in writing at 400 S. Vine Street, Urbana, Illinois 61801; by telephone at 217-384-2466 or by email at HRO@urbanaindinois.us. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

I hereby certify that the agenda for the above stated meeting(s) was posted at the Urbana City Building, 400 S. Vine St., on Monday, August 24, 2026.

Femi Fletcher

Attest: Molly Lynch, Executive Assistant

PUBLIC INPUT

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

Email Input

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: citycouncil@urbanailinois.us. The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

Written Input

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

Verbal Input

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a

speaker who engages in the conduct or behavior proscribed under “Verbal Input”. Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker’s microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

Accommodation

If an accommodation is needed to participate in a City meeting, please contact the City Clerk’s Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: CityClerk@urbanillinois.us



ARTS & CULTURE COORDINATOR

JOB DESCRIPTION

Department:	Community Development	Division:	Economic Development
Work Location:	Urbana City Building	Percent Time:	100%
Job Type:	Civil Service	FLSA Status:	Non-Exempt
Reports To:	Economic Development Manager	Union:	Non-Union

JOB SUMMARY

Under general supervision, the Public Arts Coordinator is responsible for administering the City's public arts programs, promoting the incorporation of art within the community, organizing special events related to the arts, providing staff support for the Public Arts Commission, collecting and developing information related to arts-related initiatives within the community, coordinating a variety of arts-related tasks for economic development, and assistance with other economic development and community development activities.

ESSENTIAL FUNCTIONS

- Administers the City's Public Arts Program.
- Serves as primary staff to the City's Public Arts Commission and City Council in developing, implementing, and evaluating long-range plans, procedures, and policies for the Public Arts Program.
- Prepares, distributes, and updates promotional materials for City-sponsored public arts installations, events, and programs.
- Prepares and submits reports and research to City Council, Public Arts Commission, Downtown Commission, State of Illinois, and Champaign County, as required.
- Maintains an up-to-date public arts section of the City's website and finds opportunities to showcase the Urbana region in regional and national public arts venues.
- Promotes and administers the Urbana Arts Grant Programs, Percent for Art on Municipal Building Projects program, arts programming at Urbana's Market at the Square, City Building art exhibits, and other City-sponsored opportunities in the arts.
- Develops, negotiates, and monitors contracts with artists, arts organizations, or other organizations related to Public Arts Program.
- Assists in fundraising activities, seeks and prepares grant applications or proposals to support the Public Arts Program, as necessary.

- Prepares special reports, typically on subjects pertaining to public art issues that are accurate, complete and meet assigned deadlines.
- Coordinates the development of an Annual Public Arts Program plan.
- Serves as liaison between City, arts, and/or business organizations relative to the Public Arts Program, including other City departments and divisions, the Urbana Business Association, 40 North|88 West, Urbana Historic Preservation Committee, Urbana Park District, Urbana School District 116, Urbana Free Library and Foundation, the University of Illinois, City of Champaign, Champaign County, and other arts and/or business organizations and artists.
- Maintains an inventory database and archive of the Urbana Public Arts Collection and projects, including information regarding the artists' contacts and contracts, project maintenance requirements, and other project specific information.
- Assists in the development, marketing and implementation of various development incentive programs related to the arts and art-related tasks for economic development.
- Coordinates, promotes, and holds various public arts events, including public input sessions, exhibits, and workshops, as assigned.
- Works with the Economic Development Specialist on City-wide and economic development marketing tasks.
- Works with other economic development staff on City-wide and economic development related events.
- Responds to information requests from the public, media, artists and other public art programs.
- Provides staff support to Public Arts Commission.
- Works with other economic development staff on business related events and activities.
- Works with other economic development staff on the promotion of local businesses.
- Works with other economic development staff on the promotion of downtown Urbana.
- Performs other related duties as assigned.

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

JOB REQUIREMENTS

KNOWLEDGE & EXPERIENCE

- A bachelor's degree in arts administration, fine arts, public administration, business administration, planning, communications or related field.
 - Substitutions: Relevant coursework as part of a bachelor's degree in an unrelated field and/or professional experience beyond the required minimum may also be considered.

- Two (2) years of professional experience working for a public or private agency with a primary focus on public arts, arts education, program administration, business administration, urban planning, public engagement, marketing, or related.
 - *Substitutions:* A master's degree in a related field may substitute for one year of the required experience. Additional experience may be substituted for the education requirement on a year-for-year basis.

Note: The word "experience" referenced in the minimum qualifications means full-time paid experience; part-time experience including internships may be accumulated and pro-rated to meet the total experience requirements.

- Contemporary art and related issues, and in particular, knowledge and familiarity of the theory, principles, practices and procedures of public art programs.
- Strong written and oral communication skills including the ability to write reports, business correspondence, procedural manuals, and develop brochures and materials for public distribution.
- Familiarity with municipal government process and procedures.
- Knowledge of public art policies, including artist selection processes, contracting, project management and public processes associated with art projects.
- Budgetary and financial record keeping techniques and preparation.
- Knowledge of current issues and initiatives with public art on a local, regional and national basis.
- Experience with Microsoft Office software such as Word, Excel, Access, PowerPoint, Outlook, etc.
- Experience with Adobe graphics software such as Illustrator, Photoshop and PageMaker.
- Experience with desktop publishing, marketing and promotional materials development.

ABILITY TO:

- Effectively communicate with the members of the public, businesses, elected officials and other groups.
- Prepare, monitor and administer program budgets and contracts.
- Manage art projects at various stages of development.
- Manage all phases of the design, fabrication and installation of the artwork.
- Establish exceptional organizational skills, multi-task, prioritize work and meet critical deadlines.
- Prepare reports and proposals and present recommendations orally and in writing.
- Create and use graphics appropriate for written documents and web pages.
- Professionally and effectively conduct public and community meetings.
- Work with confidential information.

Public Arts Coordinator Job Description

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois driver's license or obtain one within 15 days of employment.

RESPONSIBLE FOR:

- Safe operation of City vehicles.
- Supervising one (1) Public Arts Intern.

CONTACTS: INTERNAL/EXTERNAL

- Regular contact with the Public Arts Commission, City Council, and other city boards and commissions.
- Daily contact with the public, City staff, and businesses.

WORK ENVIRONMENT

- Standard office setting; some evening hours may be required to attend meetings and events.
- Special events may require occasional work on evenings and weekends.
- Special events may require occasional work out-of-doors.

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 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

- Job title revised: 4/24/19
- Revised minimum qualifications (education and experience): 2/8/17
- General revision: 8/28/2013

For HR/Finance Use

Title Code 130	Pay Grade 38
EEO Category 2– Professional	



The Urbana Free Library

210 West Green Street, Urbana, IL 61801 • 217-367-4057 • urbanafreelibrary.org

Finance Manager

Department: Administration

Division: N/A

Job Type: Civil Service, Non-Union

Reports To: Executive Director

Percent Time: Full-Time (39 hours per week), including evening and weekend hours

Benefits: <https://urbanafreelibrary.org/about-us/employment/full-time>

FLSA Status: Exempt

Compensation: PG-41

JOB SUMMARY

The Finance Manager is an experienced, resourceful, and team-oriented business specialist who is responsible for safeguarding the assets and managing the Library's accounting and financial operations. Responsibilities include oversight and report of all revenue, expenditures, and fund balances for a governmental unit with an annual budget of \$5 million. This position is accountable for providing accurate financial reporting, maintaining effective internal controls, managing financial risk, and advising the Executive Director, the Library Board of Trustees, and the Library Leadership Team on sound fiscal policies and strategic financial decisions. The Finance Manager will serve as the financial liaison with the Library Board of Trustees, department leaders, and the City of Urbana. As a member of Library's Leadership Team, the Finance Manager participates in strategic planning and policy development. The ideal candidate will be a continuous learner with a welcoming attitude and a collaborative work ethic. The Finance Manager reports to the Executive Director.

ESSENTIAL RESPONSIBILITIES

- Oversees budget development, financial forecasting, cash management, investments, and long-range financial planning to ensure the Library's financial sustainability.
- Plans, prioritizes, and oversees departmental operations, workflow, staffing, and resource allocation to ensure efficient and effective service delivery.
- Provides Library leadership and the Library Board with timely and accurate financial analyses, reports, forecasts, and recommendations to support strategic decision-making.
- Maintains official accounting, payroll, and financial reports in accordance with Generally Accepted Accounting Principles (GAAP), governmental accounting standards, and applicable federal, state, and local laws and regulations.
- Works with the auditor engaged by the City to complete the Library and Library Foundation audits, including preparing work papers and trial balance, and reviewing audited financial statements.
- Evaluates departmental operations, workload, work methods, and procedures; identifies opportunities for continuous improvement; and implements process enhancements to increase efficiency and effectiveness.

- Serves as a strategic advisor to the Leadership Team by contributing to long-range planning, organizational initiatives, and financial sustainability.
- Manages and coordinates annual financial audits, regulatory reviews, and the implementation of corrective actions to address audit findings and strengthen internal controls.
- Prepares and presents monthly/quarterly/annual reports, financial analyses, and supporting documentation for the Executive Director, the Library Board, the Urbana City Council, and other stakeholders as requested.
- Establishes and maintains collaborative relationships with City and County officials, government agencies, vendors, auditors, local organizations, and other external partners to support Library operations.
- Maintains the confidentiality and security of sensitive financial information while ensuring appropriate transparency.

ADDITIONAL DUTIES

- Safeguards the Library's financial assets by establishing, implementing, and monitoring effective internal controls, sound financial management practices, risk mitigation strategies, and by encouraging operational excellence.
- Advises the Executive Director and Library Board of Trustees on the financial implications of strategic initiatives and provides recommendations to support sound fiscal decision-making.
- Identifies, evaluates, and mitigates financial, operational, and compliance risks to protect the Library's financial sustainability.
- Promotes a culture of integrity, accountability, transparency, and ethical financial stewardship throughout the organization.
- Participates as a member of the Library's Leadership Team.
- Upholds Library Code of Conduct and other Library policies and procedures.
- Responsible for development and supervision of financial and business operations staff.
- Performs other related duties as assigned.

JOB REQUIREMENTS

Minimum Qualifications

- Bachelor's degree in accounting, finance, public or business administration, or related discipline.
- Five (5) years of progressively responsible finance experience, including three (3) in a financial management role, including staff supervision; or an equivalent combination of education, certification, training, and/or experience.
- Knowledge of automated financial, payroll, and management systems.
- Proficiency with Tyler/Munis or similar accounting and payroll software.
- Experience with Humanity or similar timekeeping and scheduling system.
- Advanced knowledge of Microsoft Excel; proficiency with other Microsoft Office tools and electronic file management.
- Experience with government or nonprofit finance, including fund accounting and audits.

Preferred Qualifications

- Bilingual skills.

Ability to

- Communicate effectively in writing and orally.

- Communicate with clarity and courteously with Library staff, Board of Trustees, City staff, external vendors, and other stakeholders.
- Develop and maintain strong work relationships with colleagues and provide high-quality internal customer service.
- Anticipate and creatively solve problems with a flexible and growth mindset.
- Work with a high degree of independent judgment, and handle multiple initiatives that require prioritization, organization, and attention to detail while meeting deadlines.
- Positively adjust to and lead through change.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Library employees and City of Urbana staff.
- Frequent contact with Library Board of Trustees, elected officials, and vendors.

SUPPLEMENTAL INFORMATION

Working Environment: 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 work will occur primarily at The Urbana Free Library.
- Occasionally, attend activities at off-site locations.
- Work is in close association with others.
- Work is subject to deadlines and frequent interruptions.
- Typical work schedule could include any hours that the Library is open in addition to time before and afterwards, with flexibility depending on the needs of the Library.

Physical Requirements: 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.

- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, push, and/or move up to 40 pounds.
- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents, visually inspect work in progress, and the ability to adjust focus to both print and electronic text.
- Hear in the normal audio range with or without correction.

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.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: August 2026



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EXECUTIVE ASSISTANT

Department: Administration

Division: N/A

Job Type: Civil Service, Non-Union

Reports To: Executive Director

Percent Time: Full-Time (39 hours per week), including evening and weekend hours

Benefits: <https://urbanafreelibrary.org/about-us/employment/full-time>

FLSA Status: Non-Exempt

Compensation: PG-30

JOB SUMMARY

The Executive Assistant provides communication and executive administrative support to the Executive Director. This position requires the ability to exercise discretion and confidentiality at all times, while creating an inclusive and welcoming atmosphere for staff and patrons who visit the Administration Office. In support of the Executive Director, this position will have responsibilities that span the divisions of Executive, Finance, Human Resources, Board of Trustees, and Community Relations. In collaboration with the Administration Specialist, this position will serve as support and backup for payroll and accounts payable functions. The successful Executive Assistant will be well-organized, curious, and adaptable to perform a variety of executive and administrative responsibilities that require a thorough knowledge of or ability to learn Library policies, procedures, and operations. This position will serve as a Freedom of Information Act Officer (FOIA). The ability to interact with individuals from a variety of backgrounds, with frequent interruptions, and sometimes under pressure with a high degree of tact and confidentiality is crucial for this role.

ESSENTIAL FUNCTIONS

- Provides full executive support to the Executive Director and represents the Executive Director to the public through personal, telephone, and electronic communications.
- Provides confidential secretarial, administrative, and community relations support to the Executive Director, the Library Board of Trustees, the Leadership Team, and other administrative personnel, working independently much of the time.
- Serves as administrative assistant to the Board of Trustees, its officers, and its committees. Under the guidance of the Executive Director, prepares and maintains all records required by law of a Library Board.
- Manages office operations for the Library including developing office procedures, ordering supplies, tracking deadlines for various reports, and assisting in their preparation and filing.
- Responsible for drafting varied communications including notes, emails, Board agendas and minutes, reports, and presentation materials.
- Welcomes visitors to the Administration Office and responds to emails and telephone calls, providing information and resolving complaints that may require the use of sound independent judgment and the interpretation of policies and procedures. Prioritizes these

contacts for effective problem resolution and referral to the Executive Director or other appropriate staff when necessary.

- Serves as support and backup for Library's payroll and accounts payable functions.
- Serves as backup support for updating employee insurance and benefits records.
- Plans and coordinates department and Library-wide meetings and events in collaboration with other personnel, which may include independent research, planning presentations, and compiling reports.
- In collaboration with the Administration Specialist, assists with maintaining the Library's paper and digital files, financial records, and confidential personnel records, including, but not limited to, medical and worker's compensation records.
- Assists with confidential collective bargaining issues, including preparation of draft proposals and sensitive comparability data.
- Serves as a Freedom of Information Act officer for the Library, ensuring timely responses and keeping updated on relevant laws affecting libraries.
- Approves and maintains reservable space reservations.
- Performs website updates including financial records, statistics, and Board information.
- Assists the Executive Director and finance personnel with the preparation and management of designated budget lines.
- Assists hiring supervisors with preparing and monitoring job postings, responding to applications, arranging candidate interviews, and other pre-employment tasks.
- Other related duties as assigned.

While no one candidate will embody all the qualifications below, the ideal candidates will possess many of the following professional and personal abilities, attributes, and experiences.

JOB REQUIREMENTS

Minimum Qualifications

- High school diploma or equivalent.
- Three (3) years of holding senior administrative or executive administrative position, or an equivalent combination of education, certification, training, and/or experience.
- Experience with Tyler/Munis or similar accounting software.
- Experience with Humanity or similar timekeeping and scheduling system.
- Advanced knowledge of Microsoft Word, Microsoft Excel, and other Microsoft Office tools and electronic file management.
- Administrative and clerical procedures and systems such as managing files and records, designing forms, and other office procedures and terminology.
- Proven interpersonal skills with experience providing complex administrative support with tact, confidentiality, and diplomacy.
- Ability to successfully pass a background check.

Preferred Qualifications

- Experience working in a public library, nonprofit, government agency, or business.
- Bilingual skills.

Ability to

- Maintain confidentiality at all times.
- Complete training and seek to thoroughly understand of the Illinois Freedom of Information Act, Illinois Open Meetings Act, and the Local Records Act.

- Communicate effectively in writing and orally.
- Communicate with clarity and courteously with Library staff, Board of Trustees, City staff, external vendors, and other stakeholders.
- Develop and maintain strong work relationships with colleagues and provide high-quality internal and external customer service.
- Anticipate and creatively solve problems with a flexible and growth mindset.
- Work with a high degree of independent judgment, interruptions, and handle multiple initiatives that require prioritization, organization, and attention to detail while meeting deadlines.
- Demonstrate success and commitment to engage with people of diverse social, economic, language, and ethnic backgrounds in a kind, friendly, and collaborative manner.
- Demonstrate enthusiasm for an environment of constant change and curiosity in learning about and communicating all that the Library has to offer.
- Lift/carry materials weighing up to 50 pounds.
- Maintain reliable transportation to travel between related places of business as needed.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with Library and City employees, vendors, volunteers, patrons, and elected officials.

SUPPLEMENTAL INFORMATION

Working Environment: 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 work will occur primarily at The Urbana Free Library and most often in the Administration Office.
- Typical work schedule is daytime, weekday hours. Schedule will be adjusted as needed to support the Executive Director and the Board of Trustees.

Physical Requirements: 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.

- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- The employee must perform repetitive tasks quickly, neatly, and accurately.
- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents, visually inspect work in progress, and the ability to adjust focus to both print and electronic text.
- Hear in the normal audio range with or without correction.
- Lifting, pushing, and keyboarding.

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.

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INFORMATION TECHNOLOGY MANAGER

Department: Information Technology

Division: N/A

Job Type: Civil Service, Non-Union

Reports To: Associate Director

Percent Time: Full-Time (39 hours per week), including evening and weekend hours

Benefits: <https://urbanafreelibrary.org/about-us/employment/full-time>

FLSA Status: Exempt

Compensation: PG-41

JOB SUMMARY

The Information Technology (IT) Manager oversees the operation and management of all information technology-supported systems, applications, and services within the Library; is responsible for the architecture and maintenance of the Library's technology infrastructure; provides vision and leadership for the development and implementation of IT strategies and initiatives; and supervises the Library's IT staff. Exemplifies the characteristics of a collaborative, innovative, and resilient work culture and models the appropriate behavior to create and maintain this work culture. The IT Manager reports to the Associate Director.

ESSENTIAL FUNCTIONS

Strategic Planning

- Participates in the development and implementation of goals and objectives to meet the Library's information technology needs; proactively engages department directors and managers on a routine basis regarding IT activities, and assesses the effectiveness of services provided for unit operations.
- Sets departmental goals and priorities.
- Develops and deploys mid-range and long-term strategic plans for efficient and cost-effective information and communication technologies.
- Maintains an awareness of technology developments and innovations that impact public libraries; monitors changes in regulations and technology that may affect operations; researches emerging products and enhancements and their applicability to Library needs.

System Maintenance Oversight

- Oversees the setup, configuration, administration, and maintenance of the Library's technology networks, hardware, software, and peripherals by staff; or performs these functions in the absence of IT staff.
- Oversees maintenance of hardware and software related to specialized library services, including RFID systems, or performs those functions in the absence of IT staff.
- Evaluates, selects, and recommends Library-wide technology purchases.
- Determines information requirements, boundaries, and priorities of new projects to

- evaluate current system capacity and future equipment acquisitions and system needs.
- Maintains the Library website in collaboration with other departments.
- Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security, and backup.
- Develops and communicates standards for use, operations, and security of network, personal computers, and data.
- Conducts a variety of organizational and operational studies and analyses; recommends modifications to assigned programs, policies, and procedures as appropriate.
- Implements adopted information technology strategic plans, policies, and standards.
- Maintains inventory of the Library's computer hardware and software.

Budgeting, Finance, & Other Management

- Develops and oversees budgets for the department and authorizes departmental expenditures.
- Establishes and maintains positive vendor relationships.
- Recruits, interviews, and selects IT staff, including development of job descriptions and implementing job postings.
- Supervises IT staff, including training, evaluation and discipline, scheduling, workflow, and verification of time sheets.
- Serves as overall lead and vendor liaison for the Polaris ILS and RFID systems.
- Guides development of the Library's Technology Plan and staff technology competencies, and implements them in partnership with other departments.
- Encourages innovation among technical staff in the utilization and implementation of ideas and techniques.
- Responds to patron concerns.
- Leads departmental meetings and participates in staff meetings and committees.
- Upholds Library Code of Conduct and other Library policies and procedures.
- Prepares and updates procedure manuals.
- Participates as a member of the Library's Leadership Team.
- Represents the Library in professional organizations, maintains professional skills by attending workshops and conferences, and establishes a network of professional colleagues.
- Communicates with Library partners and outside vendors for technical support and program updates as needed to resolve Library computer technology and network issues.
- Provides staff training in the operation of computer hardware and software.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Responsible for special projects, their management, and other duties as assigned.

Cybersecurity & Compliance

- Oversees functionality of and maintenance for the hardware and software for the Library's video security system and participates in pulling video captures to investigate incidents on Library property.
- Serves as liaison to the vendor monitoring the Library's security system.
- Manages network security systems, including file access control, anti-malware software, and unified threat management hardware.
- Manages PCI compliance.
- Leads the Library's cybersecurity initiatives; including the cybersecurity training program for staff.

- Collaborates with other departments on patron data privacy and protection issues.

JOB REQUIREMENTS

Minimum Qualifications

- Bachelor's degree in Information Systems or related field or equivalent work experience; or an equivalent combination of experience and training that can be demonstrated to provide the knowledge, skills, and abilities necessary to perform the duties of this position.
- Three years progressively responsible work experience with administering computers and computer networks in an enterprise Windows environment required; five years preferred.

Preferred Qualifications

- Experience managing MS Office 365.
- At least one year of prior successful supervisory experience.
- IT certifications in ITIL, project management, or technical training.
- Experience with database systems management, CMS administration, programming, and library automation and related software.
- Bilingual skills.

Knowledge of

- Microsoft Windows desktop and Microsoft Server administration.
- Cloud-hosted VOIP.
- POE camera systems and access control.
- Veeam backup and recovery.
- Identity and access management (Duo, SSO, RADIUS).
- Hyper-V administration.
- Network administration.
- Strong understanding of MS Office 365 tools (Outlook, Word, Excel, PowerPoint, Teams, SharePoint, etc.).
- Hybrid Azure Active Directory environments.
- Principles and practices of budget development and administration, as well as procurement procedures.

Skills

- Strong public service and patron experience focus with a commitment to serving a diverse community.
- Excellent organizational, interpersonal, and decision-making skills to work effectively with patrons, staff, and visitors.
- Proven leadership and management skills that foster teamwork.
- Excellent communication skills and public service manner.
- Proficient computer and technology skills.

Ability to

- Problem-solve and arrive at quick solutions.
- Present complex technical information to non-technical audiences and convey understanding.
- Manage complex projects on time and within budget.
- Write technical reports on subject matter for internal use.
- Design and conduct technology training sessions to enhance user effectiveness.
- Stay informed about emerging technologies.

- Identify user needs and recommend solutions.
- Proven ability to motivate, inspire, lead, and manage change.
- Work full range of Library hours as necessary; able to respond to Library technology emergencies that may occur evenings and weekends.
- Demonstrate a strong commitment to excellent public service; work with others in a team atmosphere and in a consistently approachable, cooperative, enthusiastic, and effective manner despite numerous competing requests.
- Employ best practices for employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Create and manage budgets.
- Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- Plan, organize, implement, and evaluate departmental procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and written materials.
- Interpret, apply, and explain applicable laws, regulations, and policies.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective and productive working relationships with co-workers and the public.
- Master complex, detailed routines.
- Plan, organize, perform, assume responsibility for, and evaluate work assignments with initiative and judgment, independently or with minimal supervision.
- Quickly develop an effective working knowledge of the Library's automation system, calendaring system, and relevant staff-side resources.
- Perceive unit as part of the Library as a whole.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with staff.
- Frequent contact with visitors, patrons, Library partners, and vendors.

SUPPLEMENTAL INFORMATION

Working Environment: 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 work will occur primarily at The Urbana Free Library.
- Occasionally, staff attend activities at off-site locations.
- Work is in close association with others.
- Work is subject to deadlines and frequent interruptions.
- Visits by and to vendors as needed.
- Must be adaptable to changing work hours and willing to working evenings and weekends.
- Occasionally works on ladders.

Physical Requirements: 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.

- While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear.
- The employee is frequently required to use hands to touch, handle, feel, or operate

- objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, push, and/or move up to 50 pounds.
- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents, visually inspect work in progress, and the ability to adjust focus to both print and electronic text.
- Hear in the normal audio range with or without correction.

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.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: August 2026



The Urbana Free Library

210 West Green Street, Urbana, IL 61801 • 217-367-4057 • urbanafreelibrary.org

Date: August 26, 2026

To: The Civil Service Commission, The City of Urbana

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

Re: Approve job description and the minimum qualifications as the passing score for Finance Manager position

The application will serve as the exam for the hiring process, and the minimum qualifications will serve as the passing score. The Library requests Commission approval of the job description and to use the minimum qualifications of the position as the passing score.



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Date: August 26, 2026

To: The Civil Service Commission, The City of Urbana

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

Re: Approve job description and the minimum qualifications as the passing score for Executive Assistant position

The application will serve as the exam for the hiring process, and the minimum qualifications will serve as the passing score. The Library requests Commission approval of the job description and to use the minimum qualifications of the position as the passing score.



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Date: August 26, 2026

To: The Civil Service Commission, The City of Urbana

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

Re: Approve job description and the minimum qualifications as the passing score for IT Manager position

The application will serve as the exam for the hiring process, and the minimum qualifications will serve as the passing score. The Library requests Commission approval of the job description and to use the minimum qualifications of the position as the passing score.