



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

POSITION DESCRIPTION

Library Consortium Program Manager

Salary Range: \$85,000-\$95,000

The Community College League of California (League) is a nonprofit public benefit corporation whose voluntary membership consists of the 73 local public community college districts in California. One of the League's district services is the Community College Library Consortium, a joint project with the Council of Chief Librarians. The Consortium provides informational databases and other vital online resources to libraries at 115 California Community colleges and many off-campus centers throughout California and beyond. The Library Services Platform Program is a related operation in the Consortium's portfolio of services. This program is operated under a separate contract with the Council of Chief Librarians and currently serves 110 California Community Colleges operating on the statewide LSP platform of Alma/Primo VE.

The Library Consortium Program Manager will take primary responsibility for the Library Services Platform (LSP) Program; including continued development, growth and improvement of the program. Additionally, the Program Manager will provide general support to Library Consortium operations as needed.

This is a remote position, but candidates must reside in California. This position attends and facilitates virtual meetings on a regular basis which require a stable internet connection and professional presence. This position reports to the Library Consortium Director and has regular interaction with the Council of Chief Librarians leadership.

Position Responsibilities

- Serves as program staff to the LSP Task Force, LSP Governance Committee and a variety of area-specific workgroups; providing support and facilitation for meeting planning, communication and tracking of annual goal attainment
- Provides program communication via a variety of methodologies; including listservs, newsletters, emails, websites and other tools, including management of the program's LibGuide
- Serves as implementation lead for late LSP program adoption cohorts
- Plans and coordinates LSP Governance Committee meetings in conjunction with the committee leadership
- Works with the LSP Task Force to identify members to serve on content-specific workgroups
- Works with Academic Senate of the California Community Colleges (ASCCC) and other stakeholder organizations to confirm faculty and non-faculty workgroup members
- Foster strong collaborative relationships with member institutions' library staff, IT teams, and other stakeholders to ensure effective communication, shared understanding, and successful execution of project tasks.
- Works closely with member institutions to tailor the Alma and Primo systems to meet the specific needs of each college while maintaining alignment with consortium-wide standards and best practices.
- Develop and implement strategies for ongoing system enhancement, gather feedback from consortium members, and work with ExLibris support for improvements.

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- Maintain comprehensive documentation of system configurations, processes, project plans, and user guides for knowledge sharing.

Background/Position Requirements:

- Bachelor's Degree
- At least two years experience in a California community college library or similar
- Project or program leadership
- Organizational leadership experience
- Occasional (4-6 times per year) day and overnight (within California) travel required

Desired Knowledge, Skills and Abilities:

- Demonstrated success in organizing work, handling multiple projects simultaneously, meeting deadlines and working/coordinating well with others
- High degree of accuracy and attention to detail
- Effective verbal, listening and written communication skills
- Excellent analytical and problem solving skills
- Strong project management skills
- Ability to work both independently and as part of a team
- Ability to write, format, edit and proof reports, announcements and correspondence
- Excellent technical skills, including Microsoft Office and Google applications; as well as the ability to learn software specific to the program
- Demonstrated confidence in making strategic decisions, good judgment, and innovative and creative problem-solving skills
- Ability to interact and successfully collaborate with a broad spectrum of contributing groups and stakeholders

This description covers the most significant, essential and auxiliary duties performed by the position, but does not include other work, which may be similar, related to or a logical assignment for the role.

The League offers an excellent benefits package including medical/dental/vision, CalPERS retirement and generous vacation allocation.

This position is open until filled, however candidates are strongly encouraged to apply at their earliest convenience. Applications will be reviewed as received, with the first (virtual) interviews planned for mid-September.

To apply, please submit a letter of interest and current resume to the Library Consortium Director at abeadle@ccleague.org. Please use "LSP Program Manager" as the subject heading. Qualified candidates will be contacted to schedule an interview.