Project Manager (8822U), Library Administration - 80840
University of California, Berkeley

Job Title	Project Manager (8822U), Library Administration - 80840
Department	Library Information Technology
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology
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Job Description	

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our Guiding Values and Principles, Principles of Community, and Strategic Plan.

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for supportive colleague communities via numerous employee resource groups (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can grow your career at UC Berkeley.

Departmental Overview

The Library Information Technology (Library IT) Division, a division within the UC Berkeley Library, is charged with the design, development, management, and maintenance of flexible and reliable technology environments for the Library, specifically: the development and management of digital collections and services and their associated digital discovery and access platforms; creation of digital content; digital preservation tools; the development of a fully accessible and responsive library web presence that applies user experience principles and strategies; the development and support of server-based technologies for the delivery of library services; the maintenance of library management and discovery systems; the management of the library's computing services including desktop support, software, and library labs for library staff and public; and the development and delivery of frameworks and applications to support collaborative storage, delivery, and preservation of information resources. The digital and library technology applications and collections developed and managed by Library IT are used by library patrons ranging from UC Berkeley faculty, students, and staff, other institutions' faculty and graduate students, and the general public.

Position Summary

The Project Manager in Library IT leads technology-focused projects of varying size, complexity, and impact, from software development and system integrations to equipment deployments and service improvements. Managing the full project lifecycle-from initiation and planning through implementation and post-launch support-this position works closely with stakeholders to define scope, develop realistic plans, and deliver results that meet defined goals.

Collaborating with Library units, campus departments, the California Digital Library, and external vendors, the Project Manager coordinates technical staff, tracks progress, manages risks, and resolves

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issues to keep projects on schedule. Serving as a key communicator and problem-solver, this role ensures alignment across teams and advances Library IT's mission to provide responsive, sustainable, and user-centered technology services.

Application Review Date

The First Review Date for this job is: 09/12/2025.

Responsibilities

Implementation

- Implements project management process in support of products and services involving departmental or cross-functional teams.
- Identify, evaluate, and manage risks throughout the project lifecycle, including technical, operational, and vendor-related risks, to minimize disruptions and ensure successful outcomes
- Work with external vendors to ensure accessibility, security, and privacy requirements are met for any service; coordinate communication and resolve issues as needed.
- Oversee and monitor projects from initiation through delivery and beyond, including system integration and project launch.
- Keep the department head informed of project progress, issues, and roadblocks.
- Document decisions, issues, and status updates throughout the project lifecycle.
- Organize and track all tickets related to the project.
- Direct project activities to complete projects on schedule and within budget constraints.
- Provide training to library and other staff, as appropriate, on the use of project deliverables or systems.

Planning

- Apply professional project management and IT concepts and department/unit and campus, or Office of the President policies and procedures to manage complex projects.
- Analyze complex project-related issues and provide solutions.
- Develop detailed project plans, schedules, and scopes, and present plans to stakeholders for agreement and buy-in.
- Design project plans and schedules, monitor tasks and resources, and ensure adherence to timelines.
- Ensure compliance with campus and library guidelines, covering security, data privacy, accessibility and disaster recovery.

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- Implement project management processes in support of departmental or cross- functional products and services.
- Monitor and report on project progress from initiation through delivery, including system integration oversight, stakeholder communications, vendor interactions, and risk management.
- Create project proposals, reports, and documentation for stakeholders and leadership.
- Assembles and directs moderate to large project teams, designs project plans and schedules and monitors budget and resources.
- Directs the activities of the project with the goal of completing the project on schedule and within budget constraints.

Assessment

- Evaluate and assess the result of the project.
- Actively participate and or take the lead in determining ongoing needs to maintain the system.
- Track and support requests, bug fixes, and software upgrades throughout the project's lifecycle
- Manage assigned projects through their entire lifecycle and provides continued support for upgrades, maintenance, changes with a holistic view of the project.

Miscellaneous

- Maintain current knowledge of project management tools, methodologies, and best practices; proactively incorporates relevant updates into project workflows.
- Ensure accurate and thorough documentation of project plans, decisions, progress, and outcomes to support transparency, continuity, and future reference.

Required Qualifications

- Strong verbal and written communication skills, with the ability to convey technical concepts clearly to both technical and non-technical audiences.
- Foundational understanding of project management principles and the ability to apply them in practice.
- Ability to anticipate potential challenges and plan proactively to address them.
- Exceptional attention to detail, with the ability to assess relevance and prioritize tasks effectively.
- Strong organizational and time management skills, with experience coordinating multiple responsibilities.
- Demonstrated ability to write clear, concise, and well-structured documentation.
- Skill in tracking and reporting project progress and team effort across timelines.

- Experience managing or collaborating on cross-functional project teams.
- Ability to monitor and coordinate multiple projects simultaneously, from initiation through completion.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Proficiency in selecting and applying appropriate project management methods and tools (e.g., Agile, Waterfall, hybrid approaches).
- Broad understanding of key IT areas such as data privacy, cybersecurity, accessibility, and technical infrastructure.
- General knowledge of IT systems and operations, including networking, hardware, software, and business continuity planning.
- Demonstrated leadership skills and effective problem-solving capabilities.
- Familiarity with using project tracking or service management tools (e.g., Jira, ServiceNow, GitHub Issues, Basecamp, Trello).
- Experience in a higher education or academic library environment.
- Professional certification.
- Ability to work both independently and collaboratively, fostering a supportive and inclusive team environment.
- Demonstrated ability to learn new tools and technologies efficiently.
- Proven capacity to manage workload based on shifting priorities and project deadlines.
- Capacity to understand how individual projects intersect with broader technical systems and organizational goals.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefitswebsite.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and

experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is $102,000.00 - $117,000.00.

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- This position is eligible for up to % remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

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UC Sexual Violence and Sexual Harassment Policy

UC Anti-Discrimination Policy

Abusive Conduct in the Workplace

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit
https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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University of California, Berkeley

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