Digital Lifecycle Program (DLP) Project Manager (8822U),
Library Administration - 81245
University of California, Berkeley

Job Title	Digital Lifecycle Program (DLP) Project Manager (8822U), Library Administration - 81245
Department	Library Information Technology
Institution	University of California, Berkeley
	Berkeley, California
Date Posted	Sep. 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Library
Apply Online Here	https://apptrkr.com/6580636
Apply By Email	
Job Description	

Digital Lifecycle Program (DLP) Project Manager (8822U), Library Administration - 81245

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.

Digital Lifecycle Program (DLP) Project Manager (8822U),
Library Administration - 81245
University of California, Berkeley

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 Digital Lifecycle Program (DLP) Project Manager leads the planning, coordination, and execution of projects that support the creation, preservation, and access of the Library's digital collections. Working closely with the Head of Library IT, the Head of Digitization Services, and the Project Manager responsible for digital collections vendor relations, this position ensures projects are prioritized, scoped, and delivered on time and within budget. The Project Manager coordinates cross-departmental teams, maintains clear communication with stakeholders, and ensures compliance with accessibility, copyright, privacy, and preservation requirements. The role also tracks and assesses project outcomes, refines workflows for efficiency and sustainability, and contributes to documentation

and program development

Application Review Date

The First Review Date for this job is: 10/01/2025.

Responsibilities

Project Execution & Communication

- Serve as the primary point of contact for DLP project-related communications.
- Ensure stakeholders, including the Head of Library IT, are regularly informed of project status, timelines, and impacts through clear and concise reporting.
- Build collaborative working relationships with staff across departments to support shared ownership of outcomes.
- Review, implement, and improve processes to support digital content creation, ingest, preservation, and access workflows.
- Coordinate with internal and external partners, including vendors, to meet requirements for imaging, metadata, file management, and repository ingest.
- Partner with the Project Manager overseeing the digital collections vendor (TIND) to report issues, document change requests, and monitor their resolution.
- Monitor projects to ensure accessibility compliance of digital files and metadata, in alignment with campus and library guidelines.
- Document decisions, workflows, and changes throughout the project to ensure clear accountability and institutional continuity.
- Organize and track all requests, tickets, and support items related to DLP projects, ensuring they are resolved or escalated appropriately.
- Provide training and guidance to library staff on preparing metadata and workflows needed to publish digital projects.
- Load digital projects, including metadata and digital files, to add records and create collections in digital collections.

Project Planning & Workflow Design

- Develop and manage project plans for DLP digitization, digital preservation, and repository projects from initiation through completion, ensuring deliverables are met on time and within scope.
- Coordinate cross-departmental teams, outlining tasks, goals, and timelines, engaging units such

Digital Lifecycle Program (DLP) Project Manager (8822U),
Library Administration - 81245
University of California, Berkeley

Direct Link: https://www.AcademicKeys.com/r?job=262742
Downloaded On: Sep. 22, 2025 3:04pm
Posted Sep. 22, 2025, set to expire Jun. 30, 2026

as Preservation, Metadata Services, and Library IT appropriately.
- Work closely with the Head of Digitization Services to align project priorities, maintain a project queue, and ensure digitization resources are scheduled effectively.
- Define project objectives, deliverables, and resource requirements; ensure stakeholders are informed of scope, timelines, and impacts through clear documentation and reporting.
- Track milestones, budgets, dependencies, and risks; proactively identify and resolve issues to keep projects on track.
- Work with the Head of Library IT to define and document end-to-end workflows for digital content across its lifecycle (selection through stewardship), and maintain project documentation to ensure transparency, accountability, and long-term institutional knowledge.
- Identify opportunities for process improvement, automation, and scalability.
- Work with project initiators to complete digital project proposal forms and route them to SCIP for Responsible Access Workflows (RAW) review, ensuring copyright, ethics, and privacy compliance.

Assessment & Continuous Improvement

- Evaluate project outcomes against defined objectives, identifying successes, challenges, and areas for improvement.
- Share assessment findings with the Head of Library IT, DLP Working Group, and other stakeholders to inform decision-making and future planning.
- Track and support requests, bug fixes, and upgrades for DLP-managed systems and workflows, maintaining a holistic view of the project lifecycle.
- Document lessons learned and incorporate them into project planning and workflow refinements to improve efficiency, compliance, and sustainability.
- Provide annual statistics for digital collections creation and usage.

Professional Development & Program Support

- Maintain knowledge of project management methodologies, tools, and best practices, and integrate relevant updates into DLP projects and workflows.
- Actively monitor and evaluate emerging trends and standards in digital preservation, metadata, accessibility, and repository services, applying them where appropriate to strengthen DLP initiatives.

Required Qualifications

- Demonstrated experience managing complex, multi-stakeholder projects in a library, archives,

Digital Lifecycle Program (DLP) Project Manager (8822U),
Library Administration - 81245
University of California, Berkeley

Direct Link: https://www.AcademicKeys.com/r?job=262742
Downloaded On: Sep. 22, 2025 3:04pm
Posted Sep. 22, 2025, set to expire Jun. 30, 2026

museum, or higher education environment.
- Strong organizational skills with the ability to manage multiple projects and deadlines simultaneously.
- Excellent written and verbal communication skills, with the ability to translate technical concepts for non-technical audiences.
- Experience managing or collaborating on cross-functional project teams.
- Ability to monitor and coordinate multiple projects simultaneously, from initiation through completion.
- Awareness of project management tools (e.g., Trello, Asana, Jira) and documentation platforms.
- Ability to work independently and collaboratively, fostering a collegial and inclusive work environment.
- Exceptional attention to detail, with the ability to assess relevance and prioritize tasks effectively.
- Demonstrated ability to write clear, concise, and well-structured documentation.
- Skill in tracking and reporting project progress and team effort across timelines.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Knowledge of digital lifecycle management, digital preservation principles, and metadata standards.
- Familiarity with digital asset management & preservation systems (e.g., Merritt, TIND, Samvera, Islandora), imaging standards (e.g., FADGI), metadata best practices and digitization workflows.
- Be aware of accessibility, copyright, privacy, and ethical considerations in digital collections.
- Proficiency in selecting and applying appropriate project management methods and tools (e.g., Agile, Waterfall, hybrid approaches).
- Demonstrated leadership skills and effective problem-solving capabilities.
- Familiarity with project tracking or service management tools (e.g., Jira, ServiceNow, GitHub Issues, Basecamp, Trello).
- Experience in a higher education or academic library environment.
- Ability to analyze data and project performance metrics to drive decision-making.
- Proven capacity to manage workload based on shifting priorities and project deadlines.
- Demonstrated ability to learn new tools and technologies efficiently.

Salary & Benefits

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

Digital Lifecycle Program (DLP) Project Manager (8822U),
Library Administration - 81245
University of California, Berkeley

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.

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

Digital Lifecycle Program (DLP) Project Manager (8822U),
Library Administration - 81245
University of California, Berkeley

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:

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

N/A
University of California, Berkeley

,