Job Title	Electronic Resources & Library Systems Manager
Department	Library
Institution	Lincoln Land Community College
	Springfield, Illinois
Date Posted	Jul. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Social Sciences - Other
	Administration - Other
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Job Description	

Electronic Resources & Library Systems Manager

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Full Time or Part Time: Full Time
Months Worked Per Year: 12
Hours Worked Per Week: 40
Work Schedule: Monday-Friday 8AM-5PM
Remote Work Availability: No

Job Description Summary
Are you ready to lead the future of library technology? We're looking for a strategic thinker to manage

and evolve the systems behind digital access and discovery. The Electronic Resources & Library Systems Manager provides strategic leadership and technical expertise in managing the library's electronic resources, authentication systems, discovery platforms, and systems integrations. This position ensures reliable access to digital content and supports institutional goals related to teaching, learning, and equitable information access. The Manager serves as the primary liaison between the library, external vendors, IT, and consortial partners to maintain and enhance resource delivery and system performance.

As a staff member at LLCC, you can look forward to 23 paid holidays a year, including 2 weeks at the end of the calendar year and one week in March for mid-semester break; 12 Fridays off in the summer; and 2 personal days, 15 sick days, and starting with 15 vacation days per year. LLCC staff, their spouse and qualified dependent children are eligible to use the tuition waiver on credited courses. Staff can also enjoy free access to our on-campus fitness center. LLCC is a positive, team-oriented environment supportive of staff development. You can view all benefits on our website. Come join our team and experience success at LLCC!

Starting salary is likely to be between $64,946 and $86,943 per year with an excellent benefits package. The person hired into this position will be placed within this range based on education, training, experience, and skills.

LLCC strives to create an inclusive workplace and environment for our students, faculty, and staff. We are seeking applicants from all backgrounds and experiences to ensure we create a diverse workforce and learning environment.

Required Qualifications

- ALA-accredited Master of Library and Information Science degree
- Familiarity with and/or knowledge of managing library systems and e-resources
- Ability to work well independently and collaboratively with others in a rapidly changing environment
- Enthusiasm, collegiality and excellent communication skills with a strong student-centered approach

Employment is contingent upon the successful completion of a criminal background check.

Preferred Qualifications

- Academic library work experience (pre- or concurrent with degree work accepted)

- Knowledge of integrated library systems and discovery platforms, particularly Ex Libris Alma and Primo VE, including configuration, customization, and analytics reporting.
- Demonstrated experience with maintaining authentication and access systems such as OpenAthens and EZproxy
- Proven ability to manage vendor relationships, including license negotiation, platform configuration, and usage analytics.
- Experience working with web technologies (e.g., HTML, CSS, LibApps/Springshare tools).
- Strong analytical and problem-solving skills, including the ability to resolve complex access issues across multiple platforms and systems.
- Excellent organizational, project management, and communication skills with the ability to collaborate effectively with IT departments, consortiums, and cross-functional teams.
- Familiarity with an array of publishing and access models, e.g., open access, traditional publishing, streaming media, document delivery, interlibrary loan, DDA, etc.

Position Salary: Starting salary is likely to be between $64,946 and $86,943 per year with an excellent benefits package. The person hired into this position will be placed within this range based on education, training, experience, and skills.

Requisition Detail Information

Open Date: 07/10/2025
Open Until Filled: Yes

Special Instructions to Applicants

This position will be open until filled; however, applications must be received on or before July 27, 2025, to be considered during the initial review window. In-person interviews for this position are anticipated to begin around August 6 with an anticipated start date in early September.

Transcripts are required for this position and should be uploaded to your application along with a cover letter and curriculum vitae. Online student records will not be accepted. For any courses on your transcripts, which may have vague or obscure titles, please provide an annotated list with a brief (one-phrase) description of the content covered in each such course.

Please redact (black out) any personal information such as age, gender and Social Security Number from your transcripts or other documents you intend to share with us before you upload them to your application.

Electronic Resources & Library Systems Manager
Lincoln Land Community College

If you do not have transcripts to upload at the time of submission, please mail them to the address below and instead upload a Word document as your transcripts that indicates you will have transcripts sent directly to us. Please contact the Human Resources office at 217-786-2752 if you have any questions.

Lincoln Land Community College
ATTN: Human Resources
P.O. Box 19256
Springfield, IL 62794

To apply, visit: https://llcc.peopleadmin.com/postings/8693

Contact Information

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

Contact

Library
Lincoln Land Community College

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