BLC

BOSTON LIBRARY CONSORTIUM

Network Zone Manager

This is a two-year term position, with the possibility of renewal.

The Network Zone Manager serves as the chief strategist, architect, and champion of BLC's shared library system—the Network Zone. In this pivotal role, the Network Zone Manager is responsible for actualizing the full potential of this essential infrastructure, ensuring it is not only stable and reliable, but also forward-looking, interoperable, and deeply impactful for participating libraries at BLC's member institutions.

Rooted in BLC's mission to share knowledge, infrastructure, and resources at scale, the Network Zone Manager leads collaborative efforts with cross-institutional teams to shape the strategic direction of the Network Zone. The Network Zone Manager streamlines workflows, resolves complex metadata challenges, and continuously enhances system configuration and usability—empowering libraries to work collectively in ways that no single institution could achieve alone.

This is a dynamic leadership role for a systems thinker who thrives at the intersection of technology and collaboration—one who sees shared infrastructure not just as a tool, but as a catalyst for collective innovation and capacity-building across the consortium.

Responsibilities

Strategic Leadership and Vision (40%)

- Guide the strategic development of the Network Zone to ensure it is responsive, future-ready, and aligned with BLC's mission and member needs.
- Lead participating institutions in realizing the strategic and technological benefits of their Network Zone affiliation.
- Lead and support BLC's Network Zone Communities of Practice and Working Groups, fostering a collaborative culture of shared decision-making and continual improvement.
- Cultivate strong, productive partnerships with Clarivate/Ex Libris, advocating for system enhancements that benefit participating libraries and the consortium as a whole.
- Represent BLC in national forums such as ELUNA and the Consortial Community of Practice, contributing to and drawing from the broader shared systems community.
- Lead quarterly Alma/Primo release reviews, assessing technical updates and identifying opportunities to enhance the Network Zone's functionality and impact.
- Coordinate regular working meetings, supporting group leaders with facilitation, planning, and alignment of priorities across institutions.
- Champion the value of Network Zone participation, engaging prospective institutions and articulating the strategic, operational, and collaborative benefits of shared infrastructure.

System Management and Optimization (50%)

- Resolve complex metadata and cataloging issues in collaboration with member institutions, including duplicate records, record imports, authority control, and data quality.

- Oversee network-level configurations for e-resource activation, inventory groups, and metadata maintenance to ensure consistency and interoperability.
- Build and maintain shared analytics tools—such as dashboards and cross-institutional reports—to surface insights and inform strategic decisions.
- Manage and update Alma/Primo shared configurations, including the Central Customization Package, normalization rules, and resource type mapping.
- Create and manage user accounts and roles across the Network Zone, ensuring appropriate access and permissions.
- Document and maintain technical workflows, shared standards, and implementation guidance to support transparency, knowledge sharing, and system sustainability.
- Facilitate the onboarding of new institutions into the Network Zone, guiding system setup, configuration, and data migration in close coordination with institutional teams and vendors.

Consortial Leadership and Collaboration (10%)

Rooted in BLC's mission and strategic priorities, this role requires initiative, creativity, and adaptability. The Network Zone Manager plays a central role in shaping organizational practices and leading high-impact, member-centered projects. Additional responsibilities shared across BLC program staff include:

- Launch and lead new initiatives aligned with BLC's strategic priorities and emerging opportunities.
- Support organizational operations, including tracking program metrics for annual reporting, contributing to newsletters, and presenting to the BLC Board of Directors.
- Collaborate with program staff to deliver a cohesive and coordinated service portfolio that anticipates and meets member needs.
- Support flagship programs such as the BLC Forum and BLC 101, and participate in long-term strategic planning.
- Engage with partners across the International Coalition of Library Consortia (ICOLC) to share insights and amplify collective impact.

Requirements

- Undergraduate degree and at least 5 years of related experience, preferably in libraries, consortia, or higher education.
- At least three years' demonstrated experience with metadata schema (MARC, FRBR, RDA, etc), working with MARC bibliographic records, building and running batch processes, and understanding of cataloging workflows
- Familiarity with library service platforms and other information technology tools
- Familiarity with scripting and working with APIs
- Adaptability, with demonstrated experience successfully coordinating complex long-term projects and immediate term, emerging day-to-day challenges
- Experience with collaboration tools used to coordinate the work of project teams (e.g. Google Drive, Basecamp, etc.)
- Strong interpersonal skills and excellent written communication skills
- Empathetic communicator with high emotional intelligence
- Reputation as a highly trusted member of teams and community spaces in which you've previously participated

- Strong judgment to think critically and strategically about everything we are doing and ensure that BLC's values are infused across all work
- Ability to travel regularly within the Northeastern U.S. and occasionally nationwide.

Preferred
- MLIS from an ALA-accredited program is useful but not required
- Experience with Ex Libris' Almo/Primo library services platform is useful but not required.

BLC values diverse experiences and recognizes qualifications earned outside of formal education or traditional employment. Candidates with equivalent experience are strongly encouraged to apply.

Compensation and Benefits
This is a full-time exempt position with a starting salary range of **$70,000** to **$90,000**. Benefits include:

- Qualified Small Employer Healthcare Reimbursement Arrangement (QSEHRA) for qualified healthcare, dental, and vision insurance premiums and medical expenses.
- 403(b) retirement account with employer contributions of up to 11% of annual salary.
- 22 days paid vacation, plus 14 paid holidays, 2 personal days, and 12 days sick leave annually.
- Professional development funds and educational assistance.
- Flexible work schedule – occasional night/weekend hours may be required.
- Remote work with regular regional travel, primarily to BLC's member institutions and conferences.

About the Boston Library Consortium
Boston Library Consortium empowers a coalition of libraries in the northeastern United States to share knowledge, infrastructure, and resources at scale. Founded in 1970, BLC's strength lies in its diverse membership network of public and private universities, liberal arts colleges, state libraries, public libraries, and special libraries united by a commitment to champion innovation through collaboration. For more information, visit **blc.org**

BLC is an equal opportunity/affirmative action employer. We actively encourage applications from individuals of diverse backgrounds, including but not limited to race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation. All qualified persons are encouraged to apply.