

MLIS SKILLS AT WORK

A Snapshot of Job Postings
Spring 2018

SJSU | SCHOOL OF
INFORMATION

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Introduction

The San José State University School of Information's "MLIS Skills at Work" report is an annual snapshot analysis of the latest career trends for information professionals.

Data were collected between February and March 2018 through a survey of job duties and qualifications from 400 recent job postings for library and information science (LIS) professionals, sourced from both general and LIS-specific job search sites.

Analysis of the data reveals insights about the current job market and how it is trending, and can help LIS professionals and students prepare themselves to engage in this market either as a job candidate or a hiring decision-maker.

Audience

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It is our hope that this report will be useful for:

- Future students who may be exploring career paths for information professionals
- Current students getting ready to enter the job market
- Practitioners who are considering how they might expand their career options
- Information center leaders, who are creating and recruiting for tomorrow's jobs

Trends Overview (1)

- Higher education/research institutions and public libraries continue to be the largest employers, but at a somewhat smaller percentage (58% of 2018 postings versus 62% in 2017 postings) overall
- However, other employer categories continue to increase their LIS recruiting and job opportunities; for example:
 - Government/military employers expanded their job postings from 9% (2017) to 14% (2018) of the 400 reviewed, an increase of 20%
 - Corporate/business employers increased their job postings by 8% between 2017 (12%) and 2018 (13%)
 - Although still representing a small number of the total, medical/pharma/scientific openings doubled from 2017's 1% to 2% in 2018

Trends Overview (2)

- As with the 2016 and 2017 “MLIS Skills at Work” reports, the most in-demand skill set across all jobs was “Communication/Interpersonal Skills”
- Further reflecting the importance of people skills to today’s LIS jobs, “Collaboration/Teamwork” became #2 on 2018’s most-desired-skills list, while 2017’s knowledge of “Integrated Library Systems/Software/Technology Experience/Management” dropped from #2 to #6
- Continuing to reflect the team-focused nature of LIS work, “Collaborating and Liaising” was once again the most frequently listed job duty, as it was in 2016 and 2017
- Having an MLIS provided even more of a job-hunting edge: whereas 85% of job postings either required or preferred candidates with an MLIS in 2017, in 2018 an impressive 91% of jobs fell into that category

Trends Overview (3)

One of the most important issues for new graduates doing a job search is whether or not jobs require relevant experience (as distinct from requiring an MLIS). This year's data show that:

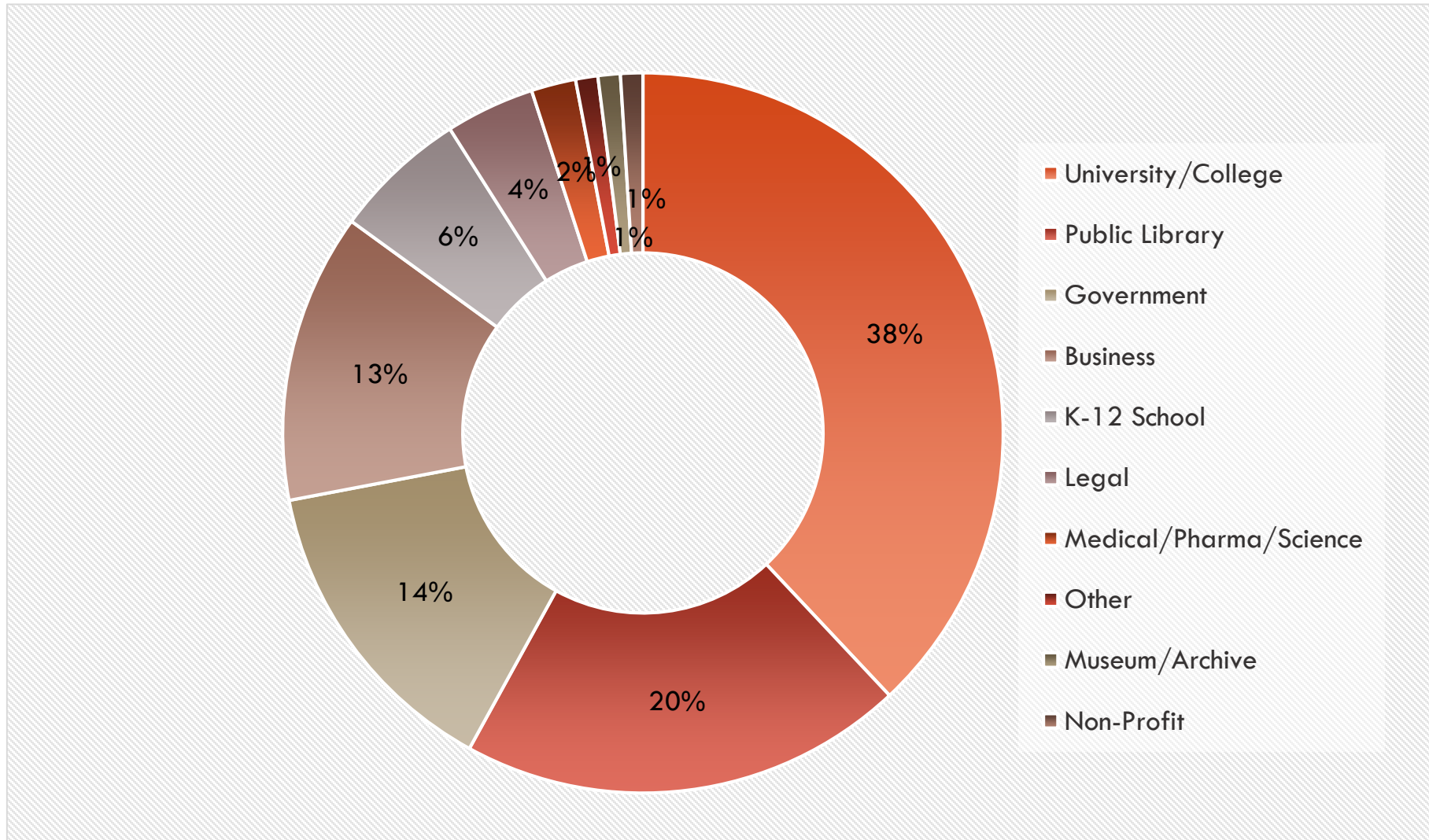
- The number of job postings *requiring* “job-specific experience” rose from 273 (2017) to 341 (2018). Job postings that *preferred* “job specific experience” dropped from 67 (2017) to 35 (2018).
- These substantial changes in experience being *required* vs *preferred* indicate that employers are shifting to an expectation that applicants will have at least some level of previous, relevant work experience.
- ***Takeaway for students:*** if at all possible, do at least some volunteer or part-time work in your area of interest before you begin job-hunting. Virtual or onsite internships are another excellent way to gain not only relevant job experience, but also expand your network of contacts and professional visibility.

Data Analysis and Presentation of Findings

The following 9 slides address these key data points:

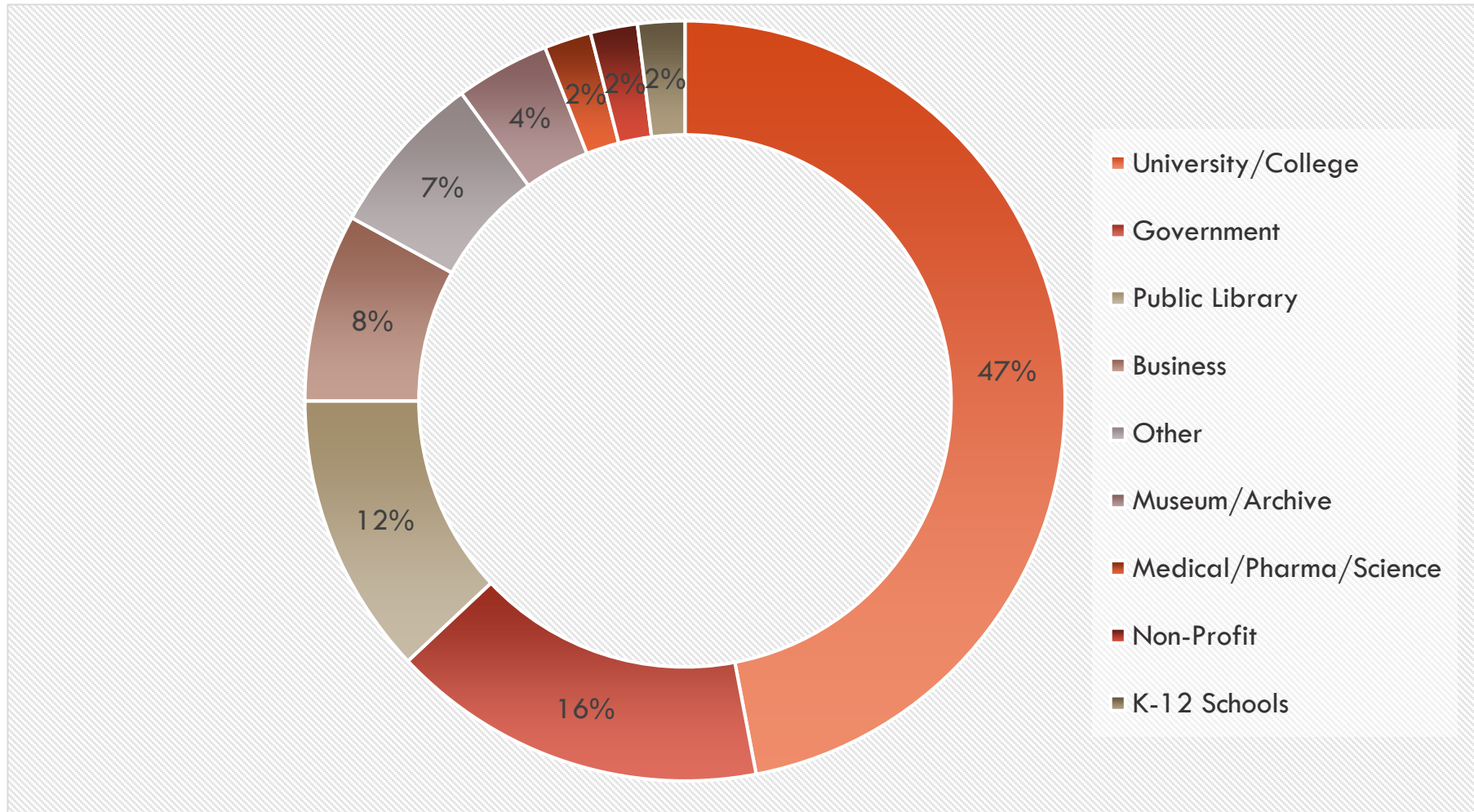
- Types of Employing Organizations
- Expanding Opportunity: Archival Job Employers
- Representative Job Titles
- Skills Most In Demand By Employers
- Representative *Specialized Skills*
- Job Duties Listed Most Frequently
- MLIS Required or Preferred
- Job-Specific Experience Requirements

Types of Employing Organizations



Universities, colleges and public libraries made up 58% of the job postings. However, opportunities are steadily rising in government, business, and K-12 schools.

Expanding Opportunity: Archival Job Employers



In 2018, archival positions were found across all organizational types, with the highest percentage of job opportunities in universities and colleges (47%), government (16%) and public libraries (12%). However, businesses are also recognizing the value of archives (8%).

Representative Job Titles (1)

As you will see in the following “MLIS Skills at Work” report analyses, Library and Information Science (LIS)-related jobs are found in many job listings or opportunities that don’t necessarily include the word “library,” although many do. The following representative job titles reflect some of the diverse ways LIS knowledge is being applied:

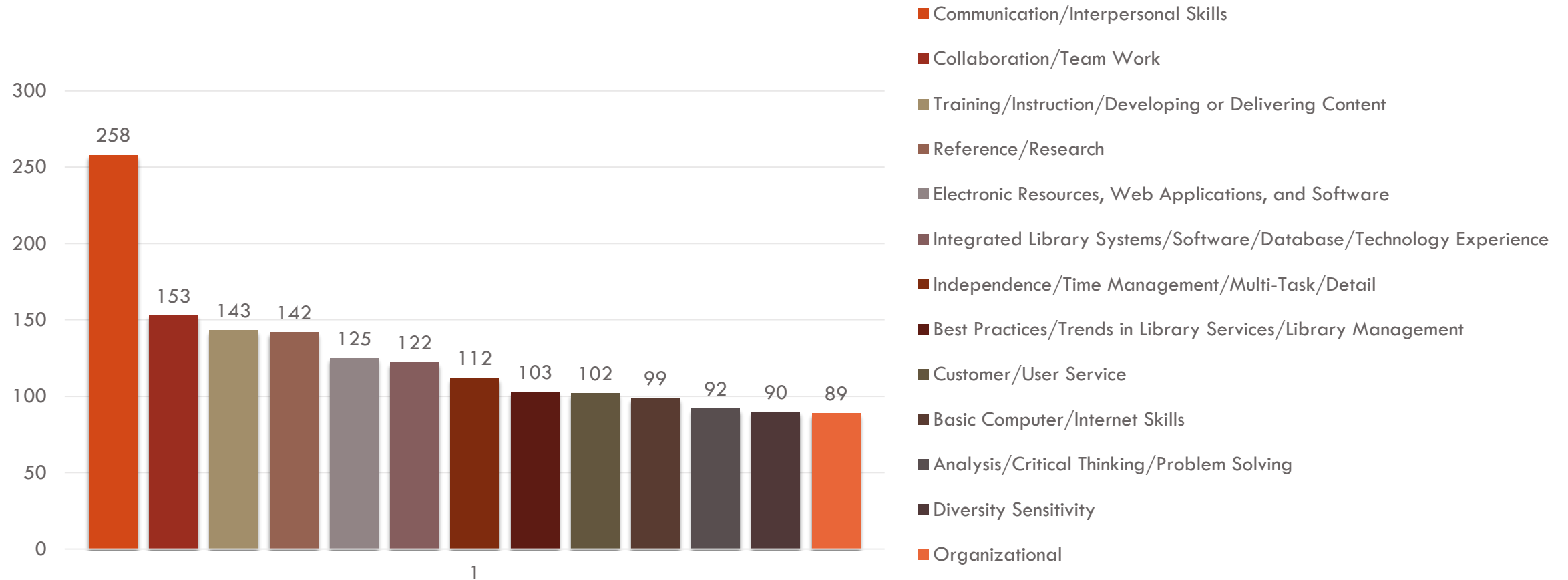
- Archivist (Archive Assistant; Archival Digitization Specialist; Corporate Archivist; Curator of Archives; Digital Archivist; Lead Processing Archivist)
- Cataloging (Cataloger; Cataloging and Metadata Librarian; Music Cataloger; Principal Cataloger and Linked Data Strategist)
- Communications Specialist/Writer
- Conflicts Analyst
- Content Developer
- Curator of Oral Histories
- Data Collection Manager
- Digital Asset Management
- Digital Initiatives Program Manager
- Document/Data Control Analyst

Representative Job Titles (2)

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- Due Diligence/Fraud Research Specialist
- Emerging Technology Librarian
- Information Technology Specialist
- Knowledge Center Head of Operations
- Librarian (Access Services Librarian; Business Librarian; Children's/Youth Librarian; Medical Librarian; Reference Librarian; Special Collections Librarian; Technical Librarian)
- Library Product Manager
- Litigation Intelligence Analyst
- Social Media Specialist
- Technology Hub Administrative Staff
- User Experience (UX) Lead
- Workflow Analyst/Programmer

Skills Most In Demand by Employers



Representative *Specialized* Skills

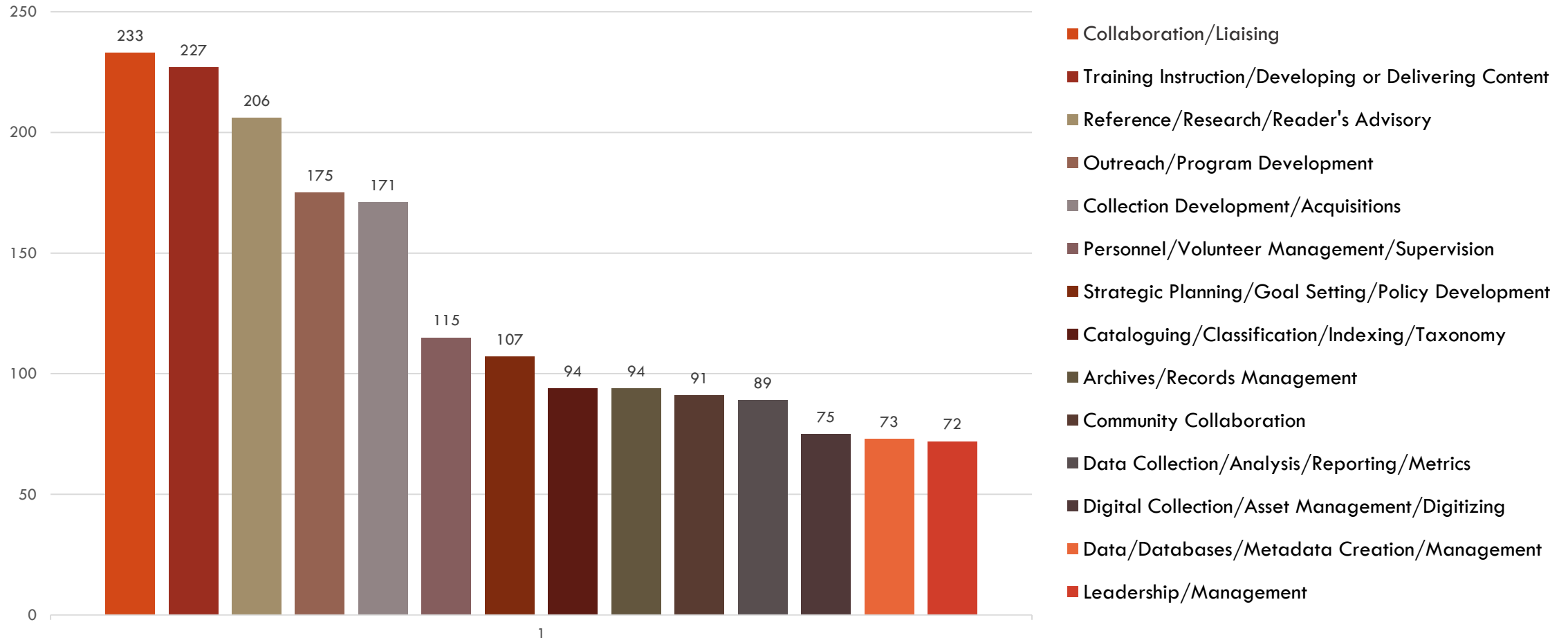
Similar to the diverse representative LIS job skills identified on slides 11 and 12, the more-specialized skills/duties noted below occurred throughout the job listings.

Note: *copyright expertise* and *instructional design* were the specialized skills cited most often.

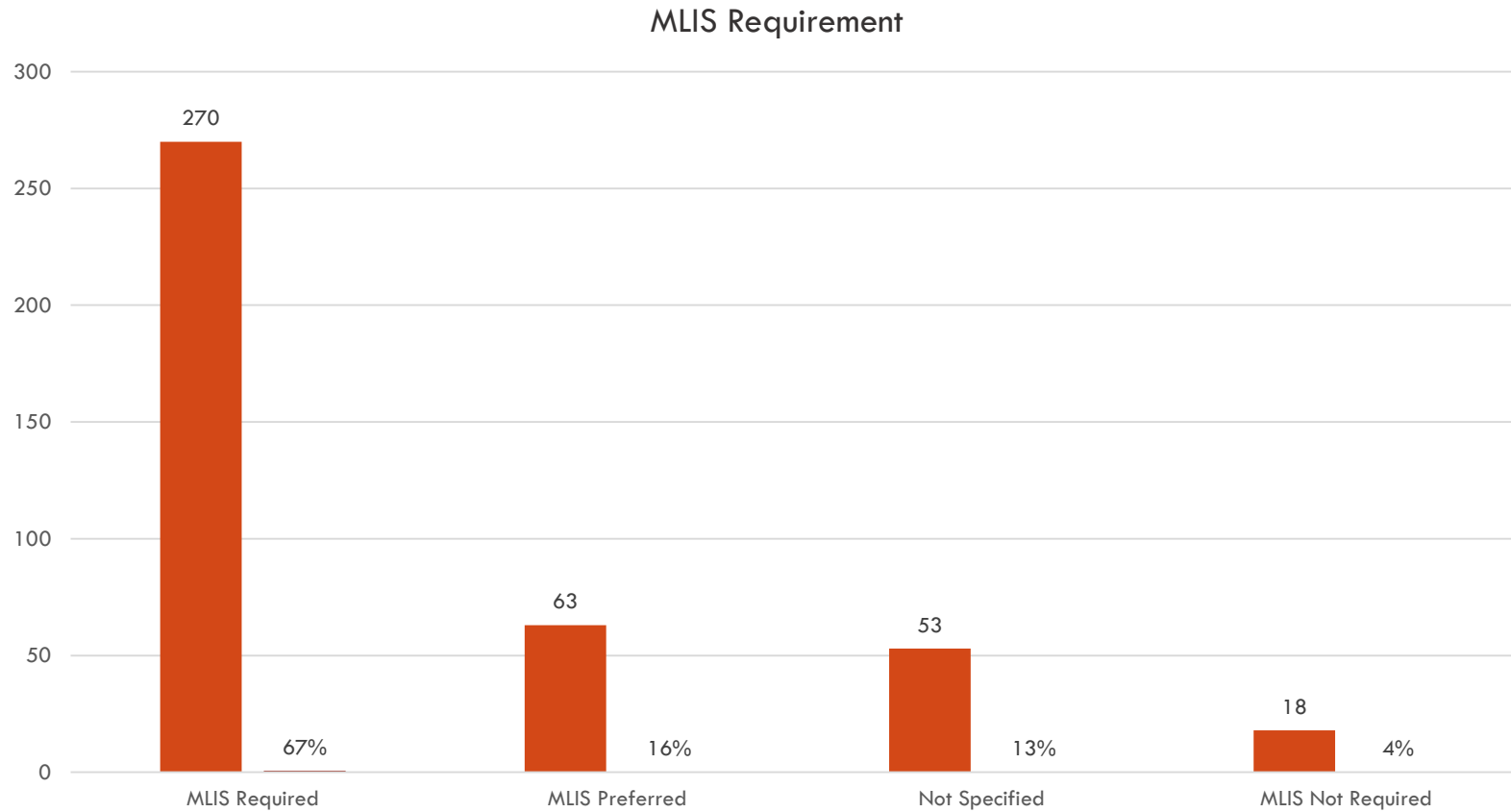
- Accessibility/Assistive Technologies
- Art Curation
- Audio/Visual Preservation
- Business Analysis
- Classical Music/Music History
- Communications/Design
- Competitive Intelligence
- Copyright Expertise
- Digital Humanities
- GIS
- Grant Writing/Management
- History Research
- Instructional Design
- Legal Research
- Literacy
- Marketing/Media Strategy
- Medical Device Regulatory Compliance
- Rare Materials Preservation
- Scholarly Publishing
- Science/Health/Pharmaceutical Research
- Social Media
- Statistical Software
- Storytelling
- Systems Administration
- Theology

Job Duties Listed Most Frequently

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MLIS Required or Preferred



83% of the 400 job postings collected either required or preferred candidates with an MLIS degree.

Job-Specific Experience Requirements

The trend of employers requiring candidates to have “job-specific experience” (for example, in cataloging, bibliographic instruction, outreach, etc.), continued in 2018.

Job postings that *required* experience rose from 273 (2017) to 341 (2018), while those that stipulated *preferred* experience dropped from 67 (2017) to 26 (2018).

Bottom line: the data confirm that employers are shifting away from a *preferred* to a *required* level of experience. This is yet another compelling reason to make sure you incorporate a virtual or onsite internship into your iSchool program planning if you don’t already have the requisite experience.

	2017	2018	% Change
Experience not required	60	33	- 45%
Experience preferred	67	26	- 61%
Experience required	273	341	+24%

Representative Job Titles, Duties, Skills, Specialized Knowledge

The following 21 slides present specific job titles, duties, and skills filtered from job postings. They are categorized first by type of work activity or role and second by type of employing organization or environment.

This data snapshot provides a representative but detailed sample of current LIS employment opportunities; demonstrates the diversity of responsibilities associated with current jobs; highlights desired skills employers are looking for in job candidates and duties associated with the position; and provides sampled information on technologies currently in use across organizations including software, systems, standards, and markup languages, among others.

Job posting selection was based on a subjective analysis of all open positions in an attempt to provide information on a wide variety of job titles across organizations. As you will see, there may be overlap in regards to job titles, skills, duty performance, and technologies.

Job Data by Type of Work Activity or Role

Drawn from analysis of 400 job postings, the following 11 slides present a detailed overview of Library and Information Science (LIS)-related jobs based on the type of work activity or role performed.

This approach is designed to help you understand the many ways a specific LIS skill set (or area of interest) may be deployed across a wide range of opportunities and employers.

See slides 32-29 for an alternative interpretation of the data, that is, based on the type of employer or employing organization.

Collection, Acquisition and Circulation

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p>Sample Job Titles</p>	<p>Selection and ordering of books, serials, electronic materials, resources and gifts; review materials upon receipt</p>	<p>Experience developing strategies for collection development and acquisition in Library or Archives environment with varied formats (print, digital, and audiovisual resources)</p>	<p>Ex Libris Library Management System (ALMA); Commercial and Open Source (ILS) Systems</p>
<ul style="list-style-type: none"> ▪ Collections Development Coordinator 	<p>Assist patrons with interlibrary loan requests in person, by phone, and email</p>	<p>Demonstrated ability to provide high-quality customer service</p>	<p>Microsoft Office Software (Word, Excel, Outlook)</p>
<ul style="list-style-type: none"> ▪ Interlibrary Loan, Archives and Circulation Specialist 	<p>Review and evaluate e-resources for library acquisitions or e-access; renew licenses and develop best practices for consortia acquisition purchases</p>	<p>Experience managing fiscal resources to create budgets and track income and expenditures</p>	<p>Primo; OCLC</p>
<ul style="list-style-type: none"> ▪ Circulation Supervisor 	<p>Orders, renews, and processes all current online and print subscriptions, including claims for non-receipt of issues and replacement of lost issues</p>	<p>Experience with the Ex Libris Library Management System (ALMA); familiarity with databases and web-based resources; ability to populate Integrated Library Systems (ILS) database using government modified standards</p>	<p>ProQuest; EBSCO</p>
<ul style="list-style-type: none"> ▪ Acquisitions Librarian 	<p>Utilizes vendor services and professional tools to evaluate and select materials and resources in various physical and digital formats across age groups</p>	<p>Requires problem solving, organizational and analytical skills, and an aptitude for detail-oriented work; skill in interpreting data from many sources in analyzing collection needs</p>	<p>HTML, Javascript</p>
<ul style="list-style-type: none"> ▪ Serials and Electronic Resources Librarian 			
<ul style="list-style-type: none"> ▪ Acquisition Specialist 			
<ul style="list-style-type: none"> ▪ Collection Development Librarian 			
<ul style="list-style-type: none"> ▪ Library Associate 			
<ul style="list-style-type: none"> ▪ Collections Research Curator 			
<ul style="list-style-type: none"> ▪ Librarian I (Collection and Metadata) 			

Cataloging and Metadata

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	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p>Sample Job Titles</p> <ul style="list-style-type: none"> ▪ Cataloging and Metadata Librarian 	<p>Research current practices and trends for web development and academic libraries</p>	<p>Experience with special collections, RDA and DCRM standards</p>	<p>Resource Description and Access (RDA); AACR2 cataloging rules; Descriptive Cataloging of Rare Books (DCRM) standards</p>
<ul style="list-style-type: none"> ▪ Coordinator – Cataloging and Metadata 	<p>Manages the cataloging of new materials for the library collection, with responsibility for complex and original cataloging in all formats</p>	<p>Experience digitizing materials and managing a digital collection and other digital library-related tasks</p>	<p>Microsoft Office Software (Word, Excel, Outlook)</p>
<ul style="list-style-type: none"> ▪ Cataloging Metadata Electronic Resources Librarian ▪ Cataloging and Metadata Specialist 	<p>Contribute to strategic planning, policy discussion, and documentation</p>	<p>Evidence of leadership and aptitude in the field of library metadata services</p>	<p>MARCEdit; Cataloger's Desktop; OCLC Connexion; LCSH; LCC; MARC 21 coding; Classification Web</p>
<ul style="list-style-type: none"> ▪ Metadata Librarian ▪ Archives Cataloger ▪ Cataloging Librarian 	<p>Cataloging, classification, authority control, metadata, database maintenance</p>	<p>Excellent communication, interpersonal, organizational, and analytical skills</p>	<p>WorldCat</p>
<ul style="list-style-type: none"> ▪ Manager of Library Archives and Cataloging ▪ Reference Cataloging Librarian ▪ Cataloging Project Manager 	<p>Assists in training new or existing staff in cataloging</p>	<p>Advanced knowledge of cataloging rules, standards and practices, including Resource Description and Access (RDA)</p>	<p>Cataloging and Metadata standards - Metadata Objective Descriptive Schema (MODS); BIBFRAME; MARC</p>

Reference and Research

Sample Job Titles

- Reference Librarian
- Manuscript Reference Librarian
- Reference and Research Librarian
- Reference and Instruction Librarian
- Law Firm Research Librarian
- Information Research Specialist
- Legal Technology and Research Librarian
- Adult Services Reference Librarian
- Assistant Librarian – Coordinator of Reference Services
- Research and Instructional Services Librarian

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
	Select, manage, and evaluate information resources that support the curricular and research needs of the faculty and students of assigned departments	Experience providing reference service to patrons; must be able to provide library services in English and Spanish	Westlaw; LEXIS
	Provides programming and outreach to meet the needs of a culturally, ethnically and linguistically diverse community	Experience searching medical databases such as MEDLINE and Embase	Microsoft Office Software (Word, Excel, Outlook)
	Assists scholars and researchers in finding significant records relating to the subject under consideration, and advises them of relevant records in both the Manuscript Division and in other repositories	Knowledge of the principles, concepts, and techniques of library science	Statistical Analysis Software (SAS, Stata)
	Perform statistical analyses and create data visualization representing research and analysis	Experience with tools and strategies for searching literature databases and other third-party sources	Springshare LibGuides; GALILEO
	Research topics for lawyers writing articles and presenting speeches	Expert proficiency in online, case law research and legal databases	MEDLINE/PubMed; CINAHL; EBSCO; ProQuest

Outreach, Programming and Instruction

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p>Sample Job Titles</p> <ul style="list-style-type: none"> ▪ Programming and Outreach Librarian ▪ Instructional Outreach Librarian ▪ Outreach and Academic Engagement Librarian ▪ Outreach Archivist ▪ Librarian II – Reference Outreach ▪ Outreach Librarian ▪ Instruction Librarian/Archivist ▪ Research and Instructional Services Librarian ▪ Lower School Instruction Technologist and Assistant Librarian 	<p>Create and deliver programs that enhance the library’s role in student instruction, faculty scholarship, and staff initiatives</p>	<p>Effective communication and presentation skills</p>	<p>Springshare LibGuides</p>
	<p>Provide instruction and reference services; work collaboratively with staff throughout the library to demonstrate the value of the library</p>	<p>Experience teaching library instruction using information literacy concepts; working knowledge of a variety of electronic databases and technology applications</p>	<p>Microsoft Office Software (Word, Excel, Outlook)</p>
	<p>Provide on-site digitization service and oral history recording for members of the community who want to share their personal artifacts and stories</p>	<p>Leadership skills and the ability to take ownership of a project within a complex administrative structure</p>	<p>Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); Content Management System (CMS)</p>
	<p>Create LibGuides and other instructional aides to promote the use of Special Collections and University Archives materials to support the curriculum</p>	<p>Demonstrated understanding of active learning pedagogies and/or inquiry-based learning</p>	<p>SoundCloud; Libsyn (digital audio recording software)</p>
	<p>Develop and facilitate outreach programs and act as a liaison with library, university and/or community groups to coordinate and promote library instruction</p>	<p>Demonstrated organization and problem-solving skills</p>	<p>Adobe Photoshop; Twitter, Facebook, Pinterest (Social Media); ListServ; Google Analytics</p>

Leadership, Management and Administration

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p>Sample Job Titles</p> <ul style="list-style-type: none"> ▪ Manager Collection Management ▪ Library Director ▪ Director 	<p>Responsible for overall operations of the library; provides leadership</p>	<p>Ability to lead professional learning to cultivate broader understanding of the skills that embody success in a digital age (e.g., critical thinking, creativity, innovation, information literacy, digital citizenship, technology competencies, etc.)</p>	<p>Makerspace</p>
<ul style="list-style-type: none"> ▪ Director of Children’s, Youth and Family Programs ▪ Information and Research Section Manager ▪ Senior Librarian/Children’s Manager 	<p>Oversees and is responsible for overall fiscal management of the Library managing finances, administering the operating budget, monitoring expenditures and revenue, forecasting trends, and developing annual budgets</p>	<p>Excellent managerial, financial, planning and analytical capacity</p>	<p>Microsoft Office (Word, Excel, Outlook)</p>
<ul style="list-style-type: none"> ▪ Library Project Manager ▪ Manager of Library Archives and Cataloging 	<p>Represents the interests of the Library to the community and other governmental and professional organizations</p>	<p>Ability to communicate with diverse groups; experience with grant writing, funding</p>	
<ul style="list-style-type: none"> ▪ Resource Center Director (Future Ready Librarian) 	<p>Develops the overall vision, goals and objectives of the Library, integrating the ideas of the public and boards</p>	<p>Ability to handle critical incidents and resolve conflict; relationship-building skills</p>	

Archives and Preservation

Sample Job Titles

- Assistant Archivist and Digital Preservation Librarian
- Preservation and Digital Archivist
- Outreach and Academic Engagement Librarian
- Outreach Archivist
- Librarian II – Reference Outreach
- Outreach Librarian
- Instruction Librarian/Archivist
- Research and Instructional Services Librarian

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
	Use ACMS platform to manage, organize, and process archival materials and collections	Team player attitude - strive for excellence, demonstrate flexibility and reliability	Archival Collections Management Software (ACMS)
	Implement library-wide programs to preserve digital and physical assets; provide leadership, direction for comprehensive library preservation programs; define and prioritize needs, establish and implement goals in alignment with library's strategic direction	Extensive knowledge of digital archives and emerging digital curation practices; experience with issues related to the preservation of various formats	Microsoft Office Software (Word, Excel, Outlook), ArchivesSpace
	Provide on-site digitization service and oral history recording for community members who want to share personal artifacts and stories	Leadership skills and the ability to take ownership of a project within a complex administrative structure	Encoded Archival Description (EAD); Extensible Markup Language (XML) and Hypertext Markup Language (HTML)
	Create LibGuides and other instructional aides to promote use of Special Collections, University Archives materials to support the curriculum	Demonstrated understanding of active learning pedagogies and/or inquiry-based learning	Metadata Objective Descriptive Schema (MODS) and Preservation Metadata Implementation Strategies (PREMIS); Open Archival Information System (OAIS)
	Develop and facilitate outreach programs, liaise with library, university and/or community groups to coordinate and promote library archives instruction	Demonstrated organization and problem-solving skills	Adobe Photoshop; Twitter, Facebook, Pinterest (Social Media); ListServ; Google Analytics

Data Management, Analysis and Preservation

Sample Job Titles

- Data Librarian and Assistant Associate Professor
- Records and Content Analyst
- Social Science and Data Librarian
- Senior Manager for Data Analysis and Integration
- Data Curator
- Data Analyst
- Information and Data Management Officer
- Information Scientist

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
	Responsible for identifying, licensing, organizing, and analyzing external data in support of key business goals	Ability to collaborate across the community to develop and provide coordinated support for data management and curation that is responsive to local needs	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); Structured Query Language (SQL); Javascript
	Define, implement, enhance, and maintain data management procedures, methodologies and tools, in alignment with enterprise standards	Strong skills with Excel, SharePoint, database technology, and self-service business intelligence tools	Metadata Objective Descriptive Schema (MODS) and Preservation Metadata Implementation Strategies (PREMIS); Open Archival Information System (OAIS)
	Lead development of programmatic support for qualitative, quantitative, and geospatial data services; support digital competencies program	Knowledge of quantitative and qualitative analysis, geospatial and data visualization tools	Linux/Unix; Ex-Libris; Oracle; Visual Basic; GIS tools
	Leads a service-oriented team of library technologists responsible for the access, integrity, interoperability, and delivery of data across library systems	Prior experience working with statistical data, demonstrated expertise in the intersection of library environments and the user experience	Microsoft Office (Excel); SharePoint

Digital Initiatives, Integration and Management

Sample Job Titles

- Digital Assets Librarian
- Digital Projects Librarian
- Digital Content Librarian
- Special Collections and Digital Initiatives Librarian
- Digital Asset Management Specialist
- Digital Systems Librarian

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
	Responsible for the creation and maintenance of a metadata/ taxonomy governance plan necessary to maintain the library division's digital collections	Ability to understand Excel, digital asset basics and metadata basics; logic and subjective reasoning skills are key	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS)
	Overall responsibility for the technology and systems used in support of the marketing agency's library	Demonstrated knowledge and experience with open source digital repository systems and related technology including Audit/Fixity software, file forensics, media conversion, and editing metadata for digital objects, especially MODS and FOXML	Oxygen XML editor; Metadata Objective Description Schema (MODS); Fedora Object XML Extensive Markup Language (FOXML)
	Responsible for multimedia collection development, multimedia collection maintenance, multimedia related research, all forms of distribution for the collection, and the creation of digital content for the collection and/or repository	Experience with digital still image capture, video production, audio production, digital repositories, the creation of metadata and digital asset management	SQL (Query Language); digital single lens reflex cameras, flat-bed scanners, photo and video studio equipment; post-production software and hardware; knowledge of projectors
	Markets library services; composes written materials for use in promoting library resources and programs through emerging media	Experience in preservation and promotion of specialized collections, planning and executing digital projects	Drupal and Omeka (content management systems)

Information Management

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p>Sample Job Titles</p> <ul style="list-style-type: none"> ▪ Information Manager ▪ Director, Records and Information Management ▪ Records and Information Management Specialist ▪ Information and Data Management Officer ▪ Knowledge and Instructional Content Manager ▪ Knowledge Management Specialist ▪ Product Information Manager ▪ Business Information Manager 	<p>Assist in development of an enterprise-wide electronic records management strategy; provide subject matter expertise to and collaborate with the Enterprise Technology Services and Procurement departments in the analysis, selection and implementation of electronic content management technology for the company</p>	<p>Strong project management skills, targets and achieves results, delivers on commitments and prioritizes tasks</p>	<p>Enterprise Content Management (ECM) Systems</p>
	<p>Analyzes business and records processes to improve retention requirements; monitors records program in all areas for compliance and quality assurance</p>	<p>Knowledge of records information management (RIM) programs, operations and structure; good communication skills, strong attention to detail</p>	<p>Microsoft Office Suite</p>
	<p>Works closely with internal customers to formulate search strategies, identify data sources, retrieve digital information, and consult on digital data curation processes, procedures, and policies</p>	<p>Ability to clearly present information to a variety of technical and non-technical audiences, collaborate within a team, while also demonstrating individual initiative</p>	<p>Metadata Objective Descriptive Schema (MODS) and Preservation Metadata Implementation Strategies (PREMIS); Open Archival Information System (OAIS)</p>

Information Systems and Technology

Sample Job Titles

- Part-Time Librarian/Technology Specialist
- Legal Technology and Research Librarian
- ILS Systems Librarian/System Administrator
- Metadata Librarian
- Discovery and Delivery Systems Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Performs data entry and more complex functions associated with online catalog maintenance and integrated library/print management systems	Data Conception: Requires ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); ArchivesSpace; PRIMO; Ex-Libris (ALMA LSP)
Customize Discovery Layer interface using HTML and Javascript	Demonstrated experience supporting web technologies such as HTML, XML, Javascript, and/or CSS	Online Computer Library Center (OCLC) Identifier Management Systems – Library of Congress Name Authority File (LC/NAF), ORCID, ISNI, DOI
Analyze discovery requirements for digital library projects, identifying and mitigating obstacles to efficient metadata workflows	Familiar with linked data concepts and Semantic Web	Javascript; Extensible Markup Language (XML)
Maintain digital collection software; in conjunction with the DHI Lead Designer and Software Engineer, Library Information Systems Specialist, and Unix/HPC System Administrator, responsible for maintenance and configuration of digital collections software	Experience with the Alma LSP (Ex-Libris)	Metadata Objective Descriptive Schema (MODS); Unix/Linus Operating System; Integrated Library Systems (ILS)

Web Services, User Experience and Social Media

Sample Job Titles	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<ul style="list-style-type: none"> Senior Research Assistant and Information Specialist 	Develop and maintain library webpage and social media presence	Strong computing skills; willingness to learn new skills	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS)
<ul style="list-style-type: none"> Instructional Outreach Librarian 	Expand the library's social media presence and increase engagement with the user community	Knowledge of and ability to learn new technologies; knowledge of HTML and CSS	Digital humanities tools and standards such as TEI, text mining, and data visualization tools
<ul style="list-style-type: none"> Special Collections and Digital Initiatives Librarian 	Design and implement innovative online exhibits of resources (special collections)	Demonstrated knowledge of web design, including experience with markup (HTML), style sheet (CSS), and scripting (Java Script) languages commonly used to develop websites	Dublin Core; Resource Description and Access (RDA)
<ul style="list-style-type: none"> Librarian III 	Market library services; compose written materials for online use in promoting library resources and programs through emerging media	Prior experience working with statistical data, demonstrated expertise in the intersection of library environments and the user experience	Metadata Objective Descriptive Schema (MODS)
<ul style="list-style-type: none"> Head of Law Library Technology 	Develop, troubleshoot, debug, configure and maintain front-end website(s) with relevant, accurate, and timely information	Hands-on experience creating and/or supporting web-accessible electronic interfaces for databases using advanced technologies	Unix/Linux Operating System; Integrated Library Systems (ILS)
<ul style="list-style-type: none"> Web Services Librarian 			
<ul style="list-style-type: none"> Engagement and Inclusion Librarian 			
<ul style="list-style-type: none"> User Experience (UX) Manager 			
<ul style="list-style-type: none"> Online Content Lead 			
<ul style="list-style-type: none"> Social Media/Promotion Specialist 			

Job Data by Type of Employer or Organization

As noted, many activities and types of LIS work may be found across a diverse spectrum of employers and organizations, including education institutions, corporations, nonprofits, community and civic foundations, research centers, and more.

Drawn from analysis of 400 job postings, the following 8 slides present a detailed overview of Library and Information Science (LIS)-related jobs based on the type of employer or organization for which the work is performed.

Public Libraries

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p style="text-align: center;">Sample Job Titles</p> <ul style="list-style-type: none"> ▪ Public Services Supervisor ▪ Youth Services Librarian ▪ Public Education Program Coordinator ▪ Reference Librarian ▪ Young Adult Librarian ▪ Part-time Outreach Archivist ▪ Digital Projects Librarian ▪ Acquisitions Librarian ▪ City Librarian ▪ Adult Services Librarian ▪ Global Reading Challenge Librarian 	<p>Manage and supervise daily operations; implement policies and procedures and assist with the development of annual goals</p>	<p>Strong leadership skills to inspire and foster creativity and innovation with staff; grant-writing experience</p>	<p>Microsoft Office Suite (Outlook, Word, Excel)</p>
	<p>Provide reference and reader's advisory services to children and families; uses knowledge of childhood development and early literacy skills to inform and educate</p>	<p>Functional knowledge of the theory and practice of reference services, children's literature and child development, American sign language skills</p>	<p>Integrated Library Systems (ILS); Machine Readable Cataloging (MARC)</p>
	<p>Responsible for maintaining and developing library collections that are responsive to the needs and interests of the community</p>	<p>Experience developing and implementing education programs for youth and teens; ability to speak, write, and understand Spanish</p>	<p>Computers; Windows; Internet search tools; Google, Facebook, Twitter, WordPress (social media)</p>
	<p>Answer library users' reference and readers' advisory questions in person, over the telephone and by e-mail, using materials in a variety of formats (e.g., books, periodicals, newspapers, microfilm, and indexes, public online catalog, online resources and the Internet); provide bibliographic instruction to users</p>	<p>Customer service skills, knows reference materials in a variety of formats; analytical ability to understand and solve unusual or difficult reference questions by supplying information well-suited to the user, strong technology skills</p>	<p>E-readers, tablets, mobile devices; OCLC; WorldShare; EBSCO; ProQuest; Ancestry</p>

College, University and Research Libraries

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p>Sample Job Titles</p> <ul style="list-style-type: none"> Archives and Special Collection Librarian 	Provide general reference services, both virtual and in person	Demonstrated knowledge of U.S. history	Encoded Archival Description (EAD); Extensible Markup Language (XML) and Hypertext Markup Language (HTML)
<ul style="list-style-type: none"> Metadata Librarian 	Collaborate with faculty to promote information literacy and proficiency in research techniques	Working knowledge of digital archives procedures/standards	Dublin Core; Resource Description and Access (RDA); AACR2 cataloging rules
<ul style="list-style-type: none"> Library Director 	Teach legal research to law students	Ability to participate in library and campus committees for service purposes	Metadata Objective Descriptive Schema (MODS) and Preservation Metadata Implementation Strategies (PREMIS); Open Archival Information System (OAIS)
<ul style="list-style-type: none"> Information Research Specialist 	Provide consultation and reference services on finding and using data, educate the community on best practices for data use, collection, management and preservation	Commitment to fostering a diverse educational environment and workplace; experience designing LibGuides	Machine Readable Cataloging (MARC); OCLC Connexion
<ul style="list-style-type: none"> Digital Preservation Specialist and Archivist 	Respond to, anticipate, and access user needs	Experience providing reference and instructional services	ArchivesSpace
<ul style="list-style-type: none"> Collection Development Librarian 	Manage the digital preservation life cycle of content and resources in a variety of formats	Experience representing a library in local, regional, and national professional activities	Springshare LibGuides
<ul style="list-style-type: none"> Virtual Learning and Outreach/Reference Librarian 	Create online instructional resources	Excellent organizational, analytic, technological and communication skills	Microsoft Office
<ul style="list-style-type: none"> Instructional Outreach Librarian 			
<ul style="list-style-type: none"> Data Librarian and Associate Professor 			
<ul style="list-style-type: none"> Special Collections and Digital Initiatives Librarian 			
<ul style="list-style-type: none"> Social Sciences Librarian 			
<ul style="list-style-type: none"> Library Instruction Coordinator Legal Technology and Research Librarian 			

K-12 School Libraries

Sample Job Titles

- 6-12 Middle/Upper School Librarian
- Library and Digital Media Manager
- Lower School Librarian and Digital Literacy Specialist
- Library Media Specialist
- Lower School Instructional Technologist and Assistant Librarian
- Children’s Librarian
- Lower School Librarian
- Librarian – Young Adult
- Archivist and Librarian
- Elementary School Librarian
- School Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Develop and implement strategic plans that drive the effective use of digital and electronic format materials, resources and tools (including standards, policies/processes/protocols and pilots)	Prior experience supporting teachers in K-12 curriculum development preferred; strong project management skills preferred; exceptional written, verbal, organizational, and technology skills	Common Core State Standards; NGSS, MTSS and WIDA ELD standards
Manage, develop and deliver creative library programming in an innovative environment; develop lessons on library skills, social skills, and research using databases, eBooks, writing skills and exploring other cultures	Demonstrate a passion for driving student learning and success; experience working with students from diverse backgrounds	STEAM (Science, Technology, Engineering, Art and Mathematic) content and resources
Model the image of a "lifelong learner" by continuing to learn and grow professionally; collaborate with teachers, administrators and parents	Ability to design learning experiences for students utilizing established curriculum and standards	ArchivesSpace, Archivists’ Toolkit
Assist in the promotion of library services and the Makerspace through tours, outreach, demonstrations and displays; provide workshops, professional development sessions for teachers	Must be aligned with the values of social justice and equity and have a thorough understanding of bias and stereotype in children’s literature	Microsoft Word, Outlook

Archives, Museums and Cultural Heritage Organizations

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Sample Job Titles

- Museum Collection Manager
- Collections Research Curator
- Metadata Librarian
- Library Archives Officer and Chief Librarian
- Senior Archivist
- Specialist
- Archives Cataloger
- Head of Core Collection Reference Files
- Digital Collections Specialist
- Digital Archivist
- Facilities Information Records Manager

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
	Reformat and digitize audio materials on an ongoing basis; organize, catalog and re-house historical sound collections	Familiarity with media asset management systems; knowledge of current archival preservation and conservation best practices; knowledge of digital audio and video formats and storage issues	Adobe Audition, ProTools audio mixing software
	Prepare documentation including provenance history for new accessions and research documentation for de-accessioning; coordinate and manage documentation for deeds of gift, bequests, and donations	Knowledge of museum legal and ethical issues; knowledge of research methodology, principles and procedures; excellent project management and leadership skills; strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community	Windows and Mac Platforms; Dublin Core; Machine Readable Cataloging (MARC); Digital Asset Management (DAM) Systems
	Teach, train, and collaborate with scholars engaged in research associated with the initiative and the Digital Matters Lab	Experience in university-level teaching, public speaking, and public programming	Digital Matters Lab
	Fundraising, lobbying potential donors, reaching out to patrons and developing public relations activities	Training in Library and/or Archives but with knowledge and interest in both areas; understanding of the Puerto Rican experience; a broad knowledge of U.S.-based Puerto Rican communities	Encoded Archival Description (EAD); Extensible Markup Language (XML) and Hypertext Markup Language (HTML)

Government Agencies and Organizations

- Sample Job Titles**
- Librarian
 - Records and Information Management Specialist
 - Information and Data Management Officer
 - Open Source Collection Officer
 - Records Manager
 - Librarian Specialist
 - Librarian – ASRC Federal
 - Library Technician II –Department of Corrections
 - Archivist
 - Digital Systems Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Establish a sustainable records and information management (RIM) program	Knowledge of records appraisal, retention, protection, disposition and information technology	Dublin Core; Resource Description and Access (RDA); AACR2 cataloging rules
Formulate search strategies, identify data sources, retrieve digital information, consult on digital data curation processes and procedures	Knowledge of records lifecycle, record storage practices, cataloging and classification	Microsoft Office Professional Office Suite (Word, Excel, PowerPoint)
Provide assistance and training on records management policies and procedures; research, coordinate and comply with records requests; evaluate software systems	Knowledge of federal and state codes used for public records custody, access, and disposition	Sharepoint
Keep current with and provide recommendations on emerging trends, technologies; give presentations before community, staff groups; develop and maintain specialized collections	Proven proficiency in project management, communication, and outreach activities including public event planning, promotion, and social media	Microsoft Exchange e-mail application
Provide administrative support by conducting research and compiling data reports	Knowledge of search techniques; ability to multi-task; effective communication skills	Microsoft Windows Operating System
Hire, train and supervise offenders who work in the library; provide readers' advisory services	Ability to work directly with offenders in a prison environment	Integrated Library Systems (ILS)

Business and Nonprofit Special Libraries

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p>Sample Job Titles</p> <ul style="list-style-type: none"> ▪ Director Records and Information Management ▪ Research and Information Services Manager ▪ Library Archivist ▪ Information Scientist ▪ Information and Research Section Manager ▪ Records and Information Management Specialist ▪ Corporate Librarian ▪ Digital Asset Librarian ▪ Research Assistant/Librarian ▪ Clearinghouse Librarian ▪ Records and Information Compliance Analyst ▪ Readers' Advisor Librarian ▪ Archives Technician ▪ Competitive Intelligence Researcher 	<p>Develop and implement global records and information management (RIM) strategy; develop and implement plan to promote strategy</p>	<p>Experience with information and architecture practices including: taxonomies, classification schemas, and metadata management</p>	<p>Enterprise Content Management (ECM) Systems; Sharepoint; Documentum</p>
	<p>Librarian for clearinghouse; work front reference or circulation desk, ensure accuracy and accountability with all aspects of customer interaction with the library; promote library services</p>	<p>Knowledge of library science, sources, databases and online search strategies; ability to provide marketing support via social media, articles, or other promotional materials</p>	<p>Google Suite; Apple iOS and OS programs; Windows OS; Chrome OS</p>
	<p>Evaluate and select materials for various collections and monitor circulation of materials; conduct records inventories of electronic information systems/databases for disposition and scheduling</p>	<p>Strong analytical skills, reading comprehension, and attention to detail; ability to research and monitor current trends, best practices, and developments in the information management industry; ability to collaborate with team members to find solutions</p>	<p>ISO 15849; ISO 27001; MoReq2010</p>
	<p>Create new records in the firm's electronic Records Management System (RMS); update RMS while performing daily tasks, including but not limited to, circulation, file creation, file name edits, processing files for off-site, file audits, etc.</p>	<p>Demonstrated experience with information management technologies, including records and information management (RIM) databases, litigation support tools, document management systems, e-mail systems and image capture and data transfer technologies</p>	<p>Microsoft Office (Word, Excel, Access, PowerPoint, Outlook), Integrated Library Systems (ILS)</p>

Legal – Academic, Government and Private Practice

	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
<p>Sample Job Titles</p> <ul style="list-style-type: none"> ▪ Generalist Librarian 	<p>Coordinate and/or perform reference, research, and other services</p>	<p>Ability to work in a fast-paced environment</p>	<p>Computer Assisted Legal Research (CALR); Westlaw; HeinOnline; Bloomberg Law; Google Scholar</p>
<ul style="list-style-type: none"> ▪ Legal Library and Business Research Analyst ▪ Research Librarian 	<p>Perform library marketing and training services such as departmental presentations, development of pathfinders and user training in manual and electronic resources</p>	<p>Ability to prepare alerts and resource awareness communications for internal clients; ability to conduct orientations regarding research services procedures and uses for new personnel</p>	<p>Microsoft Office (Word, Excel)</p>
<ul style="list-style-type: none"> ▪ Circuit Librarian ▪ Assistant Librarian ▪ Reference Librarian 	<p>Outreach, policy development, acquisitions of legal subscriptions and publications, delivery of electronic tools and resources, budget management</p>	<p>Experience in a legal or law library setting, high proficiency with legal terminology, experience performing legal research with print and electronic resources</p>	<p>CourtLink</p>
<ul style="list-style-type: none"> ▪ Librarian ▪ Legal and Business Research Analyst ▪ Research Specialist ▪ Library Knowledge and Resource Analyst ▪ Research and Training Librarian ▪ Law Librarian 	<p>Support current knowledge practices as well as assist in development and implementation of new knowledge management initiatives, gathering and compiling print collection data to support collection development projects, analyzing Library department data, creating summary reports and updating Library catalogue and intranet pages; conduct legal research</p>	<p>Proficient with MS Word and Excel, using formulas and charts; experience using research databases such as LexisAdvance, Westlaw and Courtlink; demonstrated attention to details, excellent communication skills and strong writing skills</p>	<p>Microsoft Office (Word, Excel); Lexis, LexisAdvance; Westlaw; Courtlink</p>

Medical, Pharmaceutical and Science

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Sample Job Titles

- Medical Librarian
- Records Management Coordinator
- Librarian/Library Assistant
- Electronic Resources Librarian
- Director, Records and Information Management
- Health Sciences Librarian
- Director, Rare Books and Manuscripts
- Library Information Specialist
- Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Provide knowledge-based information retrieval and reference services to internal, external customers	Experience conducting literature searching in health subject areas and knowledge of health sciences literature	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); JavaScript
Oversee maintenance of paper and computerized records of health system in accordance with applicable laws and regulations	Experience in records management	Microsoft Office (Word, Excel)
Community Outreach: Seek and maintain relationships, collaborate with community institutions and leaders to develop and implement outreach programs	A desire to experiment with new approaches to improve library operations and services; creative, takes initiative, and flexible; ability to work collaboratively	Ex Libris applications including Aleph, Primo, and SFX
Active involvement with professional organizations and professional development activities; assist with copyright compliance	Ability to develop and maintain usage reporting for electronic resources; strong understanding of electronic resource management systems	Membership in the Medical Library Association's Academy of Health Information
Collection management; oversee library budget, acquire books, negotiate electronic licenses	Demonstrated ability to manage and train library staff and federal work study students	
Function as advocate and primary library spokesperson for archives, special collections, and records management	Develop, administer special collections for major research library; familiarity with current special collections practices and initiatives including digital strategies	

Recommendations for LIS Job Seekers (1)

Where to start

- Do not underestimate the value of non-LIS experience. The information profession welcomes diverse candidates from various backgrounds. Explore LIS career pathways on the SJSU iSchool website at <http://ischool.sjsu.edu/current-students/career-pathways> to gain a broad understanding of LIS opportunities.
- Develop your resume. Think about and make a list of the skills you have gained and the duties you have performed through work, school, personal interest, volunteer positions, internships, and extracurricular activities. Compare the information you have collected with the information contained in this presentation to discover transitional skills or duties you can highlight on your resume or discuss in a cover letter or interview.

Recommendations for LIS Job Seekers (2)

Expand the scope of your job search by developing a search strategy and networking

- Use more than one keyword or phrase to search for jobs to save time and help avoid frustration. Before you sit down to perform a job search on the internet, draft a list of keywords and concepts to help you formulate search terms. Use those concepts to help come up with alternative words or phrases to describe specific LIS skills and terminology related to the information profession.
- Review and evaluate the platform/interface of the job site. Consider what kind of search filters the site provides to help refine your search results. Test the search capabilities of the site to discover whether the database allows you to use Boolean operators such as AND, OR, NOT, or NEAR to help limit or broaden your search results.
- Use your communication and collaboration skills to network with others. Begin developing a professional network while you are a student. Get to know and talk to your classmates. Participate in school functions and activities. Become a student member of at least one national professional association and join its local/state chapter. Attend meetings, conferences, and activities when you can. This is a great way to get to know and network with professionals in your area and find out about jobs not being advertised on job boards or websites.

Recommendations for LIS Job Seekers (3)

Always be on the lookout for ways to develop LIS-related skills

- Enroll in an internship for credit or apply to be involved with a special project offered through the San José State University iSchool. Contact a local cultural organization, library, or archive and inquire about volunteer/internship opportunities. Use these experiences to develop or expand your skill sets. Virtual or onsite internships, in particular, offer opportunities to practice and master professional-level skills while also building important career relationships.
- Be open and committed to lifelong learning. Begin paying attention to current trends within the information profession. Employers are looking for candidates who are interested in new trends and technologies across all organization types. Employers consider “trendspotting” a skill. One of the key phrases employers frequently used to describe this skill in job postings is “Demonstrated interest in current trends, technologies, and practices.”
- Discover and practice using new technologies in the classroom and on your personal time. If course assignments call for the use of various technologies, choose to use the one with which you are unfamiliar. Take the time to explore different web tools, applications, databases, and electronic devices. Last year, “basic computer/internet skills” was #5 on the in-demand skills list. In 2018, it dropped to #10. The 5th most sought after skill this year is knowledge of “electronic resources, web applications, and software.” Employers are looking for candidates who are continually expanding their technological knowledge. Why not get a jumpstart on this skill?

Recommendations for LIS Job Seekers (4)

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Practice, practice, practice

- Find as many opportunities to practice training/teaching and developing/delivering instructional content as you can while you are a student. Read about, research, and gain a solid understanding of information literacy and teaching theory/techniques.
- Review and evaluate websites and reference/research materials (electronic and print) for relevance and value to expand your reference/research knowledge. Practice using advanced searching techniques and search strategies in a variety of different resource databases (subscription and open source) to familiarize yourself with different technologies that offer reliable source material.
- Practice both your LIS-specific skills and your soft skills such as collaboration, communication, and positive engagement at every opportunity during internships.

Recommendations for Job Seekers (5)

Finally,

- *If at all possible, do not graduate without having gained at least a minimal amount of work experience* in a library or other organization, preferably in the type of library or organization for which you'd like to work.
- Alternatively, gain work experience doing the *type of work* for which you'd like to be hired, such as cataloging, digital preservation, archival processing, web development, instruction, or other work of interest to you.

*NOTE: Even if the only work experience you can manage while a student is through an internship or volunteering, this will **substantially** improve your job prospects.*

Methodology Overview

- 400 job postings, representing 43 states plus Washington, D.C., were gathered over an eight-week period during February and March 2018.
- LIS-specific and general job-listing sites were visited on a rotating timetable so that postings were collected from each site over a period of time.
- Several new job search sites were added to the study this year, including LENSA, Higher Education Recruitment Consortium (HERC), and HR Crossing.
- Job listings from any site were excluded if they did not contain any LIS-related duties or skills.

Data Collection

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- Searches produced job listings at an assortment of organizations, including hospitals, law firms, government agencies such as the CIA and Library of Congress, and nonprofit organizations such as the Archdiocese of Cincinnati, The Los Angeles Philharmonic Association, and The Academy of Motion Picture Arts and Sciences.
- Job listings from a vast array of employers across a number of sectors were, understandably, not consistent in format or vocabulary – especially within the Duties and Skills sections. Throughout this inherently subjective activity, however, every effort was made to ensure the maximum consistency possible.

Data Analysis: Data Points

For each job listing, the following data points were recorded:

- Employer Name, State, Type
- Position Title, Job Type
- Previous Job-Specific Experience – Required, Preferred, Not Required, Not Specified
- MLIS Degree – Required, Preferred, Not Required, Not Specified
- Position Duties
- Skills Required/Desired

LIS Job Sites Searched

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- American Association of Law Librarians (allnet.org)
- American Library Association (ala.org)
- American Theological Library Association (atla.org)
- Archives Gig (archivesgig.wordpress.com)
- Association of Research Libraries (arl.org)
- Higher Education Recruitment Consortium - HERC (hercjobs.org)
- I Need a Library Job – INALJ (inalj.com)
- LibGig – LAC Group Company (libgig.com)
- Library Journal Job Zone (jobs.libraryjournal.com)
- Society of American Archivists (careers.archivists.org)

General Job Sites Searched

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- Career Builder (careerbuilder.com)
- Glassdoor (glassdoor.com)
- Indeed (indeed.com)
- HR Crossing (hrcrossing.com)
- JustJobs (justjobs.com)
- LENSA (lensa.com)
- LinkedIn (linkedin.com)
- Monster (monster.com)
- USAJobs (usajobs.com)