EMERGING CAREER TRENDS FOR INFORMATION PROFESSIONALS

A Snapshot of Job Postings
Spring 2016

SJSU | SCHOOL OF INFORMATION

Prepared as an INFO 298 project by MLIS student Jennifer M. Overaa
Most Common Words Across All Job Postings

Word analysis by AntConc, word cloud generated by Tagul (http://tagul.com)
Introduction

This report presents an informal snapshot and analysis of some of the latest job trends for information professionals, collected from a survey of job requirements and qualifications from 400 recent job postings for LIS (library and information science) professionals in general and LIS-specific job search sites during January-April, 2016.

The snapshot of job postings can provide some insight about the current job market, how it is trending, and help LIS professionals prepare themselves to engage in this market either as a job candidate or a hiring decision-maker.
Trends in 2016 (slide 1)

- **Trendspotting:** Includes ability to recognize, analyze and implement emerging technological and LIS trends, and to assist or lead **strategic planning** initiatives based on these trends.

- **Copyright, open access, fair use, privacy, intellectual property knowledge** desired in conjunction with the rise in digital repositories, e-resources, and digital asset management.

- Ability to manage **digital resources** and **e-resources** becoming a necessity.

- **Social media** and **website** skills valued.
Trends in 2016 (slide 2)

• Basic **computer skills** are taken for granted, additional expertise often desired

• For corporate and business positions, and in many special libraries, **records management** and **metadata standards** knowledge and/or experience is desired, especially in connection with born digital or digitized records

• **Multiple hats**: Expect to help with budgeting, strategic planning, fundraising, tech support, teaching/instruction

• **Diversity sensitivity**: Employers seeking applicants with an ability to work for and with diverse groups of people and serve a diverse customer/patron base
“Soft skills” such as collaboration, communication, interpersonal skills, organizational skills, and attention to detail are highly valued.

In higher education academic settings, librarians are almost uniformly expected to teach and continue with professional development and publishing.

Ongoing professional development expected or required across a wide variety of job types.

Administrative duties important: Expect to participate on committees, represent the library at meetings, etc.
Statistical Findings

The following five slides present statistical views of the data from the 400 collected job postings.

• U.S. Job Locations by State
• Types of Hiring Organizations
• Previous Job Experience Breakdown
• Top 20 Job Duties
• Top 20 Job Skills
All other states were represented by less than ten jobs (<2.5%) in this sample.
Note: Only jobs specifically seeking candidates with prior professional or work experience were categorized as “job experience required”. If the job listing called for “experience” or “knowledge” of a certain skill, but did not specifically call for prior work/professional experience, the job was categorized as “preferred” or “not required”.
Top 20 Duties Across All Jobs

- intra/inter-organizational collaboration/liaising
- reference/research/reader’s advisory
- collection development
- training/instruction
- personnel/volunteer recruitment/management/supervision
- outreach/program development/delivery/services
- administrative duties/support/committees
- strategic planning/goal setting/policy development
- assessment/trendspotting
- leadership/management
- budgeting/purchasing
- data collection/analysis/reporting
- cataloging/bibliographic functions
- data/databases/metadata creation/management
- marketing
- communication
- manage physical environment/facility/operations
- content/display/finding aids creation
- professional/scholarly development
- technical support
Top 20 Skills Across All Jobs

- Communication
- Collaboration/Teamwork/Liaising
- Interpersonal Skills
- Reference/Research
- Independence/Self Sufficiency/Time/Task Management
- Supervision/Management
- Cataloging/Standards for Description/Metadata/Taxonomy
- Basic Computer/Internet Skills and Office Software/Library Technology
- Customer/User Service
- Analysis/Critical Thinking/Problem Solving
- Organizational
- Teaching/Training/Developing Instructional Content
- Current/Best Practices/Trends in Library Services/Library Management/Library Science
- Diversity Sensitivity
- Integrated Library Systems/Software/Technology Experience/Management
- Comfort in Complex/Dynamic Environment
- Project Management
- Other Electronic Resources/Web Applications/Software Expertise
- Collection Development/Management
- New/Emerging Technologies
Sample Job Titles, Duties, and Skills

The following 14 slides present specific job titles, duties, and skills filtered from job postings and categorized by both key functional areas (first seven slides) and organization type (last seven slides).

This data snapshot provides a representative sample of current LIS employment opportunities; demonstrates the diversity of responsibilities associated with current jobs; and highlights desired skills and competencies.

Many of the jobs listed here could be categorized in more than one functional area; categories were chosen based on a subjective analysis of the main functional area represented by the job as well as an attempt to get a wide variety of job titles for each category.
Sample Job Titles

- Special Collections Project Cataloger
- Metadata Writing and Quality Control
- Electronic Resources and Serial Librarian
- Geospatial Information Librarian
- Spanish Cataloger
- Collection Development Librarian
- Cataloging and Database Supervisor
- Librarian (Cooperative Cataloging Program Specialist)
- Collections Manager
- Technical Services Manager/Cataloger
- Chair, Cataloging and Discovery Services
- Assistant Director of the Library for Technical Services
- Cataloging and Metadata Librarian
- Electronic Resources Librarian
- System Campuses Catalog and Liaison Librarian
- Map Librarian

Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
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<tbody>
<tr>
<td>Original and complex cataloging</td>
<td>Experience with institutional repository platforms</td>
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<tr>
<td>Metadata writing and quality control for archival videos</td>
<td>Descriptive cataloging or metadata for video, film, or born-digital moving images</td>
</tr>
<tr>
<td>Integrate GIS and data visualization tools and techniques</td>
<td>Knowledge of LC classification, LCSH, MARC formats, AACR2 and RDA</td>
</tr>
<tr>
<td>Manage the library map collection</td>
<td>Space planning for physical and digital archival collections</td>
</tr>
<tr>
<td>Catalog training</td>
<td>Electronic resource licensing and management</td>
</tr>
<tr>
<td>Update collection development policies</td>
<td>Familiarity with OCLC Connexion</td>
</tr>
<tr>
<td>Purchasing, cataloging, and processing materials</td>
<td>Understanding of linked data principles, including RDF and ontologies</td>
</tr>
<tr>
<td>Create descriptive metadata</td>
<td>Experience with data visualization tools</td>
</tr>
<tr>
<td>Create bibliographic records</td>
<td>Familiarity with copyright, fair use, and other intellectual property issues as these pertain to e-resources</td>
</tr>
</tbody>
</table>
# Sample Job Titles

- Reference Librarian
- Information and Research Services Manager
- Research Librarian
- Humanities Librarian
- Head of Library Research Services
- Assistant Director Research and Access
- Instructional Services and Reference Librarian
- Information Research Specialist, Knowledge and Library Services
- Librarian, Reference & Cataloging
- Assistant Professor of Library Science/Reference Services Librarian
- Reference Specialist
- Librarian (Manuscript Reference Librarian)
- Reference & Scholarly Communication Librarian

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<tr>
<td>Provide competitive and business intelligence research and analysis</td>
<td>Ability to synthesize research into concise written summaries</td>
</tr>
<tr>
<td>Assist patrons in utilization of library resources through information literacy instruction</td>
<td>Ability to work under periods of occasional stress resulting from peak periods of patron service requests</td>
</tr>
<tr>
<td>Provide reader advisory services</td>
<td>Knowledge of e-resources</td>
</tr>
<tr>
<td>Develop reference and research guides</td>
<td>Ability to incorporate emerging technologies into research support</td>
</tr>
<tr>
<td>Administer the digital repository</td>
<td>Excellent customer service</td>
</tr>
<tr>
<td>Research assistance and support</td>
<td>Able to work collaboratively with staff</td>
</tr>
<tr>
<td>Develop library initiated reference instruction</td>
<td>Knowledge of major online databases</td>
</tr>
<tr>
<td>Contribute content to self-help tools and information products</td>
<td>Knowledge of integrated library systems and library applications</td>
</tr>
<tr>
<td>Answer remote reference queries</td>
<td>Demonstrated research skills</td>
</tr>
<tr>
<td>Collaborate with faculty to design research/information literacy learning opportunities</td>
<td>Familiarity with Library of Congress; LibGuides; and Camtasia or other Screencasting software</td>
</tr>
<tr>
<td>Promote research/information services</td>
<td>Knowledge of open information resources</td>
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</tbody>
</table>
### Instruction and Outreach

**Sample Job Titles**

- Instructional Services Librarian, Coordinator of Access Services
- Research & Instruction Librarian
- Literacy Trainer
- School Librarian
- Business Resource Coordinator
- Project Specialist for Business Outreach, Workforce Development & Library Technology
- Instructional Design Librarian
- Continuing Education Consultant
- STEM Teaching and Faculty Outreach Librarian
- Associate Library and Digital Media Specialist
- Assistant Professor of Library Media/Instruction/Early-Experience Librarian
- Continuing Education Consultant
- Head of Instruction and Learning
- Online Instruction Librarian
- Children’s Librarian

**Sample Job Duties**

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<tr>
<td>Initiate, plan, and conduct programs and activities to encourage the use of the library</td>
<td>Ability to network effectively, build and foster relationships, collaborations, and partnerships</td>
</tr>
<tr>
<td>Research, develop and instruct information literacy classes</td>
<td>Extensive working knowledge of Apple devices</td>
</tr>
<tr>
<td>Develop online learning materials</td>
<td>Expertise in project planning, management, and evaluation</td>
</tr>
<tr>
<td>Develop outreach activities and communication to promote library resources and services</td>
<td>Current/emerging trends in information literacy instruction and technologies</td>
</tr>
<tr>
<td>Deploy emergent technologies into instruction and learning</td>
<td>Experience in developing effective library instructions sessions</td>
</tr>
<tr>
<td>Plan annual continuing education program for public and academic library staff</td>
<td>Ability to support and value the efforts of ongoing cultural community projects and events</td>
</tr>
<tr>
<td>Develop training sessions on available databases for workforce development</td>
<td>Familiarity with electronic and traditional information sources</td>
</tr>
<tr>
<td>Lead development of research training and library-experience delivery</td>
<td>Excellent organizational, communication, interpersonal skills and attention to detail</td>
</tr>
<tr>
<td>Develop and deliver information and digital literacy instruction</td>
<td>Can communicate clearly and effectively with adults and children</td>
</tr>
</tbody>
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# Management and Administration

## Sample Job Titles

- Associate Dean for Human Resources
- Library Development Officer
- Head of Reference and Information Literacy
- Director, Library Collections
- Children's Library Supervisor
- Copy Cataloging Manager
- Library Director
- Senior Library Manager
- Director, Health Science Library
- Scholarly Communications Librarian
- Librarian IV (Branch Manager)
- Library Learning Resource Center Director
- Director of Library Services
- Branch Manager
- Librarian

## Sample Job Duties

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<tr>
<td>Develop an annual operating budget</td>
<td>Knowledge of emerging technologies</td>
</tr>
<tr>
<td>Provide leadership and strategic direction</td>
<td>Conducting oral presentations/speaking in public</td>
</tr>
<tr>
<td>Lead the preparation of funding proposals and grant applications</td>
<td>Ability to support, mentor, and develop staff and faculty</td>
</tr>
<tr>
<td>Manage a complex group of professional staff</td>
<td>Strong leadership, management, and organization skills</td>
</tr>
<tr>
<td>Analyze library service requirements and plan for equipment, facilities, and staffing</td>
<td>Ability to work with diverse populations and varying education levels</td>
</tr>
<tr>
<td>Oversee repairs and maintenance of library facility</td>
<td>Demonstrated successful project or team management</td>
</tr>
<tr>
<td>Collaborate with the faculty and other librarians</td>
<td>Expertise in fiscal management</td>
</tr>
<tr>
<td>Coordinate external library access to multi-type regional network and statewide services</td>
<td>Strong leadership qualities, with the ability to inspire staff, the board, and the community</td>
</tr>
<tr>
<td>Build and sustain relationships with partners and community</td>
<td>Demonstrated vision for the uses of emerging technologies</td>
</tr>
<tr>
<td>Coordinate library services, collections, and technology initiatives</td>
<td>Skill in organizing resources and establishing priorities</td>
</tr>
</tbody>
</table>
### Archives and Preservation

#### Sample Job Titles
- Archives and Special Collections Manager
- Video and Post Production Specialist
- Archivist
- Assistant Head of Archives Research Center
- Project Archivist
- Assistant Labor Archivist
- Public Services Librarian (Center for Southwest Research/Special Collections)
- Commissioner/State Librarian
- Special Collections Access Archivist
- Data Management Specialist
- Archives & Special Collections Librarian
- Collections Archivist
- James D. Bales Papers Project Archivist
- Assistant Research Scholar Project Archivist

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<tr>
<td>Provide instruction in the use of special collections and archival resources</td>
<td>Knowledge of preservation and conservation</td>
</tr>
<tr>
<td>Oversees preservation projects concerning tapes in the archive</td>
<td>Knowledge of scanning techniques and digital file formats</td>
</tr>
<tr>
<td>Create finding aids for researchers</td>
<td>Familiarity with archives and public records issues</td>
</tr>
<tr>
<td>Ensure material is physically housed according to preservation standards</td>
<td>Knowledge of automated archival collections management systems</td>
</tr>
<tr>
<td>Maintain the library archives and assist the general public with reference requests</td>
<td>Demonstrated knowledge of XML schemas and the use of XML editors</td>
</tr>
<tr>
<td>Process archival records and prepare series descriptions</td>
<td>Strong project planning, management, and execution skills</td>
</tr>
<tr>
<td>Develop arrangement and description plans for incoming collection items</td>
<td>Established record of donor relations, event planning, public history and public relations</td>
</tr>
<tr>
<td>Collaborate with cataloging staff and IT systems manager</td>
<td>Knowledge of USMARC format and Encoded Archival Description (EAD)</td>
</tr>
<tr>
<td>Evaluate and implement methods, tools, and systems related to preserving born-digital content.</td>
<td>Understanding of issues related to digitization and digital records management and archiving</td>
</tr>
</tbody>
</table>
# Web and Social Media

## Sample Job Titles

- Web Services Librarian
- Medical Librarian
- Head of Children's Services
- Training Knowledge Management & Portal Administrator
- Principal Librarian
- Web Services Librarian
- Reference and Digital Humanities Librarian
- Medical Librarian
- Librarian II (Web Development Librarian)

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<tr>
<td>Manage the Library's website and advance its social media presence</td>
<td>Website management and development experience</td>
</tr>
<tr>
<td>Develop plans, goals, communications strategies and metrics for OSPB social media feeds including Twitter, Facebook, and Pinterest, among others</td>
<td>Experience creating, editing, and managing collaborative SharePoint sites to coordinate operations, documentation, and training</td>
</tr>
<tr>
<td>Contribute content to the Library's newsletter, website, and social media platforms</td>
<td>Ability to handle multiple tasks simultaneously and shift priorities as directed</td>
</tr>
<tr>
<td>Provide primary web application development support for the library</td>
<td>Experience creating and maintaining web based content management tools such as LibGuides</td>
</tr>
<tr>
<td>Assist in the creation and maintenance of web based content management tools</td>
<td>Demonstrated proficiency with Drupal and/or other PHP-based content management systems</td>
</tr>
<tr>
<td>Liaise with the Virtual Services team</td>
<td>Experience with basic HTML coding and ability to manipulate code</td>
</tr>
<tr>
<td>Administer all aspects of the Defensive Cyber Operations web presence, including development and refinement of the current SharePoint instances</td>
<td>Familiarity and proficiency with current technologies and social media platforms relating to children’s library services</td>
</tr>
</tbody>
</table>
### Sample Job Titles

- Cloud Support Team Lead
- Database Engineer/Project Manager
- Research Support Data Specialist
- Metadata and Systems Librarian
- Systems Librarian
- Digital Initiatives and Technologies Librarian
- Information Technology Director
- Information Research Specialist, Knowledge and Library Services
- Directory of Library Technology and Data Management
- Head of Information and Digital Services
- E-Resources and Collection Assessment Librarian
- Senior Library Applications Developer
- Manager, Intranet Knowledge Services
- Digital Assets Librarian
- GIS Library Resident
- Integration Specialist
- Knowledge Systems Manager

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<tr>
<td>Develop and deliver geospatial technology training</td>
<td>Knowledge of issues and technical challenges related to data curation</td>
</tr>
<tr>
<td>Create infrastructure to support the data management lifecycle</td>
<td>Experience with XML, RDF, and one or more metadata schemas</td>
</tr>
<tr>
<td>Design/maintains repository collections using the Fedora Commons architecture</td>
<td>Understanding of HTML, CSS, IP, URL and multiple web browsers</td>
</tr>
<tr>
<td>Evaluate and recommend emerging technologies</td>
<td>Programming and data manipulation techniques</td>
</tr>
<tr>
<td>Support the integration of metadata across a variety of library and archive applications</td>
<td>Understanding of user interface best practices, web application design, &amp; usability</td>
</tr>
<tr>
<td>Maintain/repair library technology systems</td>
<td>Experience supporting and/or configuring enterprise library systems</td>
</tr>
<tr>
<td>Lead the development of JIRA Story tasks and Confluence artifacts</td>
<td>Demonstrated creativity and innovation in applying technological solutions</td>
</tr>
<tr>
<td>Develop, deliver, evaluate and improve digital services</td>
<td>Knowledge of educational resources on the deep and open Web</td>
</tr>
<tr>
<td>Systems design and integration with library infrastructure</td>
<td>Web development, design, frameworks, and standards</td>
</tr>
<tr>
<td>Strategize the Libraries' presence in a future digital environment</td>
<td>Discovery tools and metadata practices supporting discovery</td>
</tr>
</tbody>
</table>
### Corporations and Business

#### Sample Job Titles
- Senior Manager
- Research Analyst
- Associate Cataloging Bibliographer
- Project Manager
- Data Analyst
- Digital Archivist
- Project Manager for Inventory Management
- IC Records Analyst
- Research Analyst
- Library Specialist
- Referencing Services Specialist
- Librarian Library/Information Specialist
- Content Integration Librarian

#### Sample Job Duties

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<tr>
<td>Obtain copyright permissions for hard-to-clear documents</td>
<td>Communicates well both verbally and in writing</td>
</tr>
<tr>
<td>Provide customized research services using business, news, and financial information databases</td>
<td>Experience in a reference and research services department within a consulting/financial environment</td>
</tr>
<tr>
<td>Integrate multiple taxonomies and ontologies as well as RDF and semantic web technologies with existing data structures</td>
<td>Familiarity with enterprise collaboration platforms like SharePoint and content management systems like Drupal</td>
</tr>
<tr>
<td>Use e-book aggregator websites to catalog electronic resources</td>
<td>Proficiency using citation databases such as PubMed</td>
</tr>
<tr>
<td>Serials and binding preparation</td>
<td>Good listening skills</td>
</tr>
<tr>
<td>Oversee ILL (Interlibrary Loan) and document delivery services</td>
<td>Experience with OPM filing guidelines for Official Personnel Files</td>
</tr>
<tr>
<td>Assess information needs of client groups and design/implement services to meet those needs</td>
<td>Experience cataloging with knowledge of MARC format for bibliographic controls</td>
</tr>
<tr>
<td>Assist with data migration and maintain accession workflows for e-records and digital assets</td>
<td>Knowledge of information resources, tools and delivery methods</td>
</tr>
<tr>
<td>Examine and evaluate records-management systems</td>
<td>Knowledge of digital archives theory and practice</td>
</tr>
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Special Libraries

**Sample Job Titles**

- Assistant Research Scholar: Cold War Collection Specialist
- Reference Librarian (law)
- Reference Librarian and Spanish Language Specialist (Theological)
- Wine Librarian
- Physics and Astronomy Librarian
- Art Librarian
- Head of Processing and Special Collections Management
- Library Operations Manager (collection for the blind)
- Curator of Shakespeare and Performance
- Medical Library Coordinator
- Research Specialist
- Digital Learning Librarian (College of Music)
- James Lenox Librarian (Theological)
- Program Specialist
- Library Supervisor (law)

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<tr>
<td>Promotes the use of library services</td>
<td>Aptitude for learning data management and manipulation</td>
</tr>
<tr>
<td>Develop and implement metadata standards for digitized and born-digital special collections materials</td>
<td>Ability to analyze organizational and operational problems and develop solution using analytical methods to improve programs and processes</td>
</tr>
<tr>
<td>Provide reference service, including live chat</td>
<td>Proficiency in caring for rare and fragile primary research material</td>
</tr>
<tr>
<td>Develop a processing plan, access plan, and policies for archives management</td>
<td>Preservation and metadata standards for media and electronic records</td>
</tr>
<tr>
<td>Maintain exhibition catalog listings</td>
<td>Web development, design, frameworks, and standards</td>
</tr>
<tr>
<td>Make and maintain positive ongoing relationships with external groups</td>
<td>Knowledge of ADA, visually impaired and hearing impaired patrons and disabilities</td>
</tr>
<tr>
<td>Collaborate on major acquisitions</td>
<td>Savvy at public relations</td>
</tr>
<tr>
<td>Supervise the library’s circulation, interlibrary loan, reserves, and collection maintenance</td>
<td>Understanding and experience with current archival records management technology and tools</td>
</tr>
<tr>
<td>Develop/teach/supervise in-service training programs</td>
<td>Expertise in the use of Endnote, Refworks, Zotero, etc</td>
</tr>
</tbody>
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## K-12 School Libraries

### Sample Job Titles
- Librarian
- Librarian/Elementary
- Media Specialist/Librarian
- Library Media and Technologist Specialist
- Library Media Specialist
- Media Specialist
- Director of Library and Media Service

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<tbody>
<tr>
<td>Assist teachers in preparation of bibliographies and curriculum guides</td>
<td>Ability to instruct and manage student behavior</td>
</tr>
<tr>
<td>Coordinate library instruction with class assignments, workshops, and one on one instruction</td>
<td>Effective communication skills</td>
</tr>
<tr>
<td>Manage circulation of library media center materials and equipment</td>
<td>Develop and monitor library budget</td>
</tr>
<tr>
<td>Create an environment conducive to quick accessibility, good study habits, and development of proficient media users</td>
<td>Demonstrated knowledge of technology use and integration for classroom purposes</td>
</tr>
<tr>
<td>Assist with the integration of 21st century literacy skills across the curriculum</td>
<td>Knowledge and understanding of library circulation software and materials processing</td>
</tr>
<tr>
<td>Collaborate with school staff in the design of instructional units and lessons</td>
<td>Knowledge of literature and current trends in library media practice</td>
</tr>
<tr>
<td>Provide leadership and direction for the building-level library media program</td>
<td>Ability to work constructively and cooperatively with others</td>
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</table>
## Sample Job Titles

- Middle East and North African Studies Librarian
- Electronic Services Law Librarian
- Humanities Librarian for English Literature and Women's and Gender Studies
- Emerging Information Specialist
- Learning Commons Librarian
- Adjunct Faculty – Librarian
- Experience Design Librarian
- STEM (Science) Librarian
- Head of Acquisitions
- Digital Resources and Serials Coordinator
- Health Sciences Librarian
- Research Services Librarian for the Life Sciences
- Reader Services Librarian
- Scholarly Communications and Science Librarian
- Outcomes and Assessment Librarian

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<tbody>
<tr>
<td>Evaluate Library services under program review metrics and recommend improvements</td>
<td>Familiarity with copyright laws, creative commons licenses, and academic publishing contracts</td>
</tr>
<tr>
<td>Participate in strategic planning for resource allocation</td>
<td>Collegial, creative, collaborative, enthusiastic, and service oriented</td>
</tr>
<tr>
<td>Promote academic work of students, faculty, and staff</td>
<td>Reference services experience</td>
</tr>
<tr>
<td>Develop effective library instructions sessions</td>
<td>Familiarity with data management requirements of federal agencies</td>
</tr>
<tr>
<td>Coordinate electronic resource management including licensing and policy development</td>
<td>Significant experience with budget development and administrative practices in academic libraries</td>
</tr>
<tr>
<td>Provide reference, instruction, and scholarly services to faculty and students with an interest in the Middle East and Africa</td>
<td>Demonstrated creativity and innovation in teaching and the integration of technology into teaching.</td>
</tr>
<tr>
<td>Develop open access outreach program to faculty and students</td>
<td>Basic skill in programming applicable to a library environment</td>
</tr>
<tr>
<td>Select print and electronic materials for the library collection</td>
<td>Demonstrated strong analytic skills as evidenced through scholarly work</td>
</tr>
<tr>
<td>Design, implement, promote and assess meaningful and impactful library user experiences</td>
<td>Knowledge of the electronic resource life cycle and electronic resource management best practices</td>
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### News and Media Organizations

#### Sample Job Titles
- Political Media Transcriber
- Supervisor, Metadata Librarian
- Research Assistant
- Manager, Taxonomy and Metadata
- Solutions Director, Records & Information Management
- Metadata Librarian
- Manager of Archives, Metadata and Asset Management

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter metadata and create new and updated asset records for daily video content</td>
<td>Experience creating and implementing metadata standard, schemas and taxonomies</td>
</tr>
<tr>
<td>Create and apply metadata schemas and indexing to institutional data repositories</td>
<td>Able to learn and use a proprietary digital asset management system</td>
</tr>
<tr>
<td>Conduct research and organize findings for columns and articles</td>
<td>Excellent organization and execution skills</td>
</tr>
<tr>
<td>Develop and implement taxonomies and controlled vocabularies across multiple platforms</td>
<td>Quantitative and data management skills, facility with statistically-based reporting, Excel and other database tools</td>
</tr>
<tr>
<td>Plan, develop, and administer records management policies to facilitate effective handling of business records from creation to disposal</td>
<td>Firm and broad conceptual understanding of metadata principles and archival and digital collection technologies and the ability to apply them to existing and emerging media in a variety of formats</td>
</tr>
<tr>
<td>Perform bibliographic control of both MARC and non-MARC metadata to ensure that they meet local and national standards</td>
<td>Experience with vendor authority control processes, preferably OCLC authorities, and original authority metadata creation</td>
</tr>
<tr>
<td>Plan and implement large-scale metadata management projects</td>
<td>Experience with objects &amp; ephemera re-housing and preservation</td>
</tr>
</tbody>
</table>
### Sample Job Titles

- Business Resource Center Coordinator
- Supervising Librarian
- Children's Services Librarian
- Director of County Library
- Part-Time Entry Level Librarian / Trainee
- Adult Services Librarian
- Zone Manager
- ILS & Technical Services Manager
- Executive Director
- Librarian I - Youth Services
- Assistant Manager, Programming and Outreach
- Assistant Library Director/Facilities Manager
- Librarian III - Branch Services

### Sample Job Duties

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<tr>
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<tbody>
<tr>
<td>Develop and conduct original, vibrant programming for children</td>
<td>Effectively lead and manage change</td>
</tr>
<tr>
<td>Create and sustain excellent relationships with Friends groups, community groups, and other organizations partnering with the library</td>
<td>Working knowledge of current and emerging library technology, service and programming trends and urban public library issues</td>
</tr>
<tr>
<td>Serve as ILS manager and to lead our technical services section</td>
<td>Adept on a number of social media platforms</td>
</tr>
<tr>
<td>Provide progressive positive vision, responsible leadership and clear direction to the library system</td>
<td>Ability to effectively represent the Library in the community and at public gatherings, as well as speak to public groups</td>
</tr>
<tr>
<td>Provide instruction in the use of various print and electronic resources</td>
<td>Cross-functional collaboration, influencing and consensus building</td>
</tr>
<tr>
<td>Collection development oversight</td>
<td>Bilingual (English/Spanish)</td>
</tr>
<tr>
<td>Market children's collections and services through traditional methods and social media</td>
<td>Ability to conduct complex reference interviews, analyze requests and apply research skills</td>
</tr>
<tr>
<td>Assist in maintaining order and discipline in the observance of library rules and regulations</td>
<td>Ability to plan specific programs such as children's activities, outreach or reference</td>
</tr>
</tbody>
</table>
## Museums and Heritage Societies

### Sample Job Titles
- Senior Curator and Director of Collections
- Reference Librarian
- Digital Archival Consultant
- Supervisory Archivist, Time Inc.
- Archive Digital Asset Librarian
- Information Technology Specialist - Exhibitions and Support
- State Agency Records Archivist
- Cataloging and Acquisitions Librarian

### Sample Job Duties | Sample Job Skills
--- | ---
Oversee implementation of systems to maintain accurate records of collections, donations, and historically relevant information about the collection | Ability to specify and install interactive display kiosks, audiovisual equipment, and other technology or media-based systems
Provide informed genealogical reference services and referrals utilizing all types of information media | Experience in implementing an institution-wide DAMS, managing metadata, born-digital and digitized media assets
Provide clear understanding of licensing and permissions for web-based digital archives | A deep understanding of collection acquisition and state and federal law impact
Create archival finding aids | Experience working with institutional or organizational materials
Collaborate with key stakeholders to codify and implement digital media asset metadata standards and workflows | Familiarity with archival technical standards and controlled vocabularies
Accessioning, arrangement, description, and preservation of state agency records in all formats | Experience developing programs or other activities that help promote and showcase the library’s collection
Coordinate the daily operation and systems administration of the library’s ILS-system | Demonstrated experience cataloging in an integrated library system and OCLC
Tips for LIS Job Seekers (slide 1)

- Across the board, **communication** and **collaboration** are far and away the most mentioned job skills, and collaboration is also the most frequently stated job duty. Make sure your resume and communications with a potential employer are polished and professional. Highlight prior collaborative experience, obtained either professionally or as a student.

- Employers want candidates who are adept at **trend spotting**, cognizant of **emerging trends and technologies**, and skilled at **analyzing** and **implementing** new trends and technologies. Stay current and informed of new developments in the LIS field as well as general business and technology trends.

- Experiment and practice with as many different **web tools** and **applications** as possible. Experience with collaboration and content management platforms, such as SharePoint and Drupal, is mentioned as a desired skill in several job listings.
Tips for LIS Job Seekers (slide 2)

- **Research skills** are in high demand. Hone your skills by knowing how to search in a variety of different databases as well as familiarizing yourself with advanced web searching techniques.

- A unique skill, knowledge, or experience (such as a second language or a medical, legal, or tech background) can give you an advantage in your job search. Search for jobs that match your individual talent.

- **Highlight transferable skills/experience** learned in other careers, internships or at school that are transferable to a LIS career. LIS professional experience is not always required.

- Many postings list teaching or training as a part of the job description. Expose yourself to opportunities where you can practice these skills.

- Participate in activities that demonstrate your dedication to ongoing professional development and be an active member in professional organizations.
General Methodology

Data selection

The data used in this report was gathered from examining 400 job listings over twelve week period in early 2016.

The job listings were discovered on a variety of general and LIS-focused websites. A range of search terms were used in order to try and obtain a variety of jobs using LIS skills.

Job listings were selected based on their requirement of skills from the library and information science field. Most, but not all jobs required a MLIS. All jobs required at least some of the skills learned in an MLIS program.
For each job, the following data was collected on Excel worksheets:

**General information**: Job title, hiring organization, location, job listing website

**Hiring Organization**: Type of hiring organization, such as “university/college”, “public library”, “K-12”, “corporate/business”, etc.

**Previous job experience**: Each job listing was examined to determine if prior professional experience was required, preferred, or not required.

**Job Skills** and **Job Duties**: For each job listing, an attempt was made to capture and tally as many job skills and job duties as possible into the data set. An initial skill and duty list was compiled based on the 2015 Emerging Trends for Information Professionals report results, and as new skills and duties were identified, they were added to last year’s list. The skill list does not include educational or prior professional experience requirements.
General Methodology

Data Collection

Job Duties/Job Skills – Subjective Component: There is a large subjective component to data collection of job duties and job skills that impacts the statistical results.

• **Job Duty vs. Job Skill:** First, it was sometimes difficult to determine if a task or qualification was a job duty or job skill. For example, some job listings were written as follows: “The successful candidate will be able to perform xyz task”. It is challenging to ascertain if that “xyz task” should be categorized as a needed skill, a duty of the position, or both.

• **Defining Skill or Duty:** Second, defining the skill and duty category descriptions is a subjective exercise. For example, for purposes of this report, “management” as a duty was broken into categories such as “task management”, “collection management”, “leadership/management”, “archives management”, “project management”, “personnel management”, “vendor management”, “website management”, etc. Had “management” been its own general duty, it may well have dominated the results.
Search Methodology: General Job Sites

General jobsites and technology heavy jobsites were initially searched with broad search terms such as “library”, “library science”, “information science” and “librarian”. Results were further sorted to find jobs that rely heavily on LIS skills and/or require a MLIS (either alone or as one of several acceptable degrees).

These searches resulted in a wide variety of positions requiring emerging skills such as programming, system configuration, web development, web technology, application design, digital and electronic resources management and licensing, content management tools and systems, and social media.
Search Methodology: LIS Job Sites

LIS specific jobsites were browsed generally to gain a representative sample of commonly available positions. The LIS jobsites were also searched with both general search terms and narrower search terms, chosen to find a variety of different types of LIS positions. Some LIS career jobsites are focused on a specific type of LIS work, such as the job lists found on the websites of “American Association for Law Libraries”, “Society of American Archivists”, or “Code4Lib”. These websites were browsed for positions that specifically require an MLIS and/or equivalent LIS skills.

Search terms such as “LIS”, “MLIS”, “media specialist”, “metadata”, “information science”, “archives” or “archivist”, “school”, “museum”, “law”, “medicine” “catalog” or “cataloger”, “digital”, and “research”, were used to find a mixture of positions in diverse settings such as education, public libraries, special libraries, corporations, museums and archives, media, and more.
LIS Job Sites Searched

ALA Job List
http://joblist.ala.org

Special Libraries Association
http://careercenter.sla.org

Library Associates Companies
http://careers.lac-group.com
http://libgig.com

Library Crossing
http://librarycrossing.com

INALJ (I Need A Library Job)
http://inalj.com

Library Systems & Services
https://careers-lssi.icims.com/jobs

Library of Congress
http://loc.gov

Society of American Archivists
http://careers.archivists.org

American Association of Law Libraries
http://www.aallnet.org

Association of Research Libraries
http://www.arl.org

American Theological Library Association
https://www.atla.com

Medical Library Association
http://www.mlanet.org

Code4Lib
http://jobs.code4lib.org

Music Library Association
http://www.musiclibraryassoc.org
General Job Sites Searched

- Monster.com
  http://monster.com

- Indeed
  http://indeed.com

- JustJobs
  http://justjobs.com

- CareerBuilder
  http://www.careerbuilder.com

- LinkedIn
  https://www.linkedin.com

- SimplyHired
  http://simplyhired.com

- GovernmentJobs
  http://governmentjobs.com

- USAJobs
  http://usajobs.gov

- Dice
  http://dice.com

- Ladders
  https://www.theladders.com

- Idealist
  http://www.idealist.org