MLIS SKILLS AT WORK

A Snapshot of Job Postings
Spring 2017

SJSU | SCHOOL OF INFORMATION

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The San José State University (SJSU) School of Information’s “MLIS Skills at Work” report is an annual snapshot analysis of the latest career trends for information professionals. This report explores the career opportunities for individuals who hold a Master of Library and Information Science (MLIS) degree.

Data was collected between February and March 2017 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.
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 slightly smaller percentage (62% of 2017 postings versus 64% in 2016) overall.

- However, other employer categories are starting to substantially increase their LIS recruiting and job opportunities; for example:
  - Corporate/business employers increased their job postings by 50% between 2016 (8%) and 2017 (12%)
  - Government/military employers expanded their job postings from 7.5% (2016) to 9% (2017), an increase of 20%
Trends Overview (2)

- As with the 2016 report, the most in-demand skill set across all jobs was “Communication/Interpersonal Skills”

- Knowledge of “Integrated Library Systems/Software/Technology Experience/Management” is becoming an increasingly sought-after skill, moving to #2 on the desired-skills list from #15 in 2016

- Emphasizing the team-focused nature of LIS work, “Collaborating and Liaising” was the most frequently listed job duty

- Having an MLIS continues to provide a job-hunting edge: more than two-thirds of job postings either required or preferred candidates with an MLIS
Additional specialized knowledge is considered an asset by many employers hiring information professionals, for example:

- Positions with law firms often required a JD in addition to either a required or preferred MLIS

- Medical/pharmaceutical/scientific employers, special libraries, and academic libraries specializing in these fields often called for candidates to have experience or an academic background in those areas

- Similarly, theological institutions and music libraries required or preferred candidates to have a background in religious studies or music and often a second language, respectively
Data Analysis and Presentation of Findings

The following nine slides address these key data points:

- Employer Types
- Representative Job Titles
- In-Demand Skills
- Job Duties
- Tech Duties as Percentage of Job Requirements
- MLIS Requirement
- Job-Specific Experience Requirements
Higher education/research institutions and public libraries made up 62% of the postings, but at 12%, corporate/business employers also offer substantial opportunities for LIS professionals.
Representative Job Titles (1)

The following list of representative job titles is indicative of the diverse ways LIS knowledge is being applied:

- Application Developer
- Archivist (Archive Assistant; Archival Digitization Specialist; Curator of Archives; Digital Archivist; Lead Processing Archivist)
- Cataloging (Cataloger; Cataloging and Metadata Librarian; Music Cataloger; Principal Cataloger and Linked Data Strategist)
- Collection Care Technician
- Communications Specialist/Writer
- Conflicts Analyst
- Curator of Oral History
- Digital Initiatives Program Manager
- Document/Data Control Analyst
Representative Job Titles (2)

- Emerging Technology Librarian
- Information Technology Specialist
- Knowledge Center Head of Operations
- Librarian (Access Services Librarian; Business Librarian; Children’s/ Youth Librarian; Library Page/Associate/Assistant/Technician; Medical Librarian; Reference Librarian; Special Collections Librarian; Technical Librarian)
- Library Product Manager
- Litigation Intelligence Analyst
- Production and Marketing Specialist
- Technology Hub Administrative Staff
- Workflow Analyst/Programmer
In-Demand Skills

Skills Most Desired by Employers

- Communication/Interpersonal Skills
- Integrated Library Systems/Software/Databases
- Collaboration/Teamwork
- Independence/Time Management/Multi-Task/Detail
- Basic Computer/Internet Skills
- Best Practices/Trends in Library Services/Management
- Reference/Research
- Customer/User Service
- Diversity Sensitivity
- Analysis/Critical Thinking/Problem Solving
- Training/Instruction/Developing or Delivering Content
- Cataloguing/Metadata/Taxonomy/Indexing
- Organizational
Representative Specialized Skills

These more specialized skills/duties occurred throughout the job listings (cited most often were Copyright Expertise and Instructional Design):

- Accessibility/Assistive Technologies
- Art Curation
- Audio/Visual Preservation
- Business Analysis
- Children's Literature
- 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

Most Frequently Listed Job Duties

- Collaboration/Liaising
- Reference/Research/Reader's Advisory
- Training/Instruction/Developing or Delivering Content
- Collection Development/Acquisitions
- Digital Collections/Asset Management/Digitizing
- Strategic Planning/Goal Setting/Policy Development
- Personnel/Volunteer Management/Supervision
- Cataloging/Classification/Indexing/Taxonomy
- Patron/User/Customer Services
- Content/Displays/Finding Aids/Web Content Creation
- Data Collection/Analysis/Reporting/Metrics
- Outreach/Program Development
- Data/Databases/Metadata Creation/Management
- Archives/Records Management
Technology Duties as Percentage of Job Descriptions

Nearly half of all duties found in the job postings related to technology work.
MLIS Requirement

More than two-thirds of job postings either required or preferred that candidates have an MLIS degree.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLIS Required</td>
<td>211</td>
</tr>
<tr>
<td>Not Specified</td>
<td>90</td>
</tr>
<tr>
<td>MLIS Preferred</td>
<td>50</td>
</tr>
<tr>
<td>MLIS Not Required</td>
<td>49</td>
</tr>
</tbody>
</table>
Job-Specific Experience Requirements

Experience directly related to specific job skills and/or duties was highly sought after by employers. However, that experience might come from previous jobs, or from course work or volunteer activities that demonstrated job-specific competence.
Relationships:
Representative 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 and organization type.

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.
# Collection, Cataloging, Circulation

## 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>
</tr>
</thead>
<tbody>
<tr>
<td>Original and complex cataloging</td>
<td>Experience with institutional repository platforms</td>
</tr>
<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>
# Reference and Research

## 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

## Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<tbody>
<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, as well as LibGuides and Camtasia or other Screencasting software</td>
</tr>
<tr>
<td>Promote research/information services</td>
<td>Knowledge of open information resources</td>
</tr>
</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

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<tbody>
<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>
</table>
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

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<tbody>
<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>
## 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

## Sample Job Duties

<table>
<thead>
<tr>
<th>Duties</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide instruction in 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)

## Sample Job Duties & Skills

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<tbody>
<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>
# Emerging Technologies

## 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

## Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<tbody>
<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, and 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>
**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

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<tbody>
<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>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>Oversee ILL (Interlibrary Loan) and document delivery services</td>
<td>Experience with OPM filing guidelines for Official Personnel Files</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>
</tbody>
</table>
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)

Sample Job Duties

- Promotes the use of library services
  - Aptitude for learning data management and manipulation

- Develop and implement metadata standards for digitized and born-digital special collections materials
  - Ability to analyze organizational and operational problems and develop solution using analytical methods to improve programs and processes

- Provide reference service, including live chat
  - Proficiency in caring for rare and fragile primary research material

- Develop a processing plan, access plan, and policies for archives management
  - Preservation and metadata standards for media and electronic records

- Maintain exhibition catalog listings
  - Web development, design, frameworks, and standards

- Make and maintain positive ongoing relationships with external groups
  - Knowledge of ADA, visually impaired and hearing impaired patrons and disabilities

- Collaborate on major acquisitions
  - Savvy at public relations

- Supervise the library’s circulation, interlibrary loan, reserves, and collection maintenance
  - Understanding and experience with current archival records management technology and tools

- Develop/teach/supervise in-service training programs
  - Expertise in the use of Endnote, Refworks, Zotero, etc.

Sample Job Skills
## 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

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</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

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
</tr>
</thead>
<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 lifecycle and electronic resource management best practices</td>
</tr>
</tbody>
</table>
# 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

## Sample Job Duties

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<tbody>
<tr>
<td>Enter metadata, 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>Quantitative and data management skills, facility with statistically-based reporting, Excel, other database tools</td>
<td>Quantitative and data management skills, facility with statistically-based reporting, Excel, 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, broad conceptual understanding of metadata principles and archival and digital collection technologies; ability to apply them to existing and emerging media in a variety of formats</td>
</tr>
<tr>
<td>Conduct research and organize findings for columns and articles</td>
<td>Excellent organization and execution skills</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 and ephemera re-housing and preservation</td>
</tr>
</tbody>
</table>
Public Libraries

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

- Develop and conduct original, vibrant programming for children
- Create and sustain excellent relationships with Friends groups, community groups, and other organizations partnering with the library
- Serve as ILS manager and to lead our technical services section
- Provide progressive positive vision, responsible leadership and clear direction to the library system
- Provide instruction in the use of various print and electronic resources
- Collection development oversight
- Market children’s collections and services through traditional methods and social media
- Assist in maintaining order and discipline in the observance of library rules and regulations

Sample Job Skills

- Effectively lead and manage change
- Working knowledge of current and emerging library technology, service and programming trends and urban public library issues
- Adept on a number of social media platforms
- Ability to effectively represent the Library in the community and at public gatherings, as well as speak to public groups
- Cross-functional collaboration, influencing and consensus building
- Bilingual (English/Spanish)
- Ability to conduct complex reference interviews, analyze requests and apply research skills
- Ability to plan specific programs such as children’s activities, outreach or reference
## 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

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

- **Don’t limit the scope of your job-seeking parameters**
  - Search beyond LIS job sites and postings that specifically call out MLIS or “library” skills.
  - Consider alternative words or phrases to describe specific LIS skills. For example, for “research” consider business intelligence, competitive intelligence, market research, or market analysis.

- **Whenever possible, highlight your skills and experience**
  - Get as much LIS-related experience as possible. On-the-job experience is not always required; volunteer work also counts.
    - Participate in an internship.
    - Be sure your resume includes skills and experience learned in classes, and look for opportunities to apply your key skills in some manner (paid or volunteer).
Highlight your communication and collaboration skills, by far the most mentioned duties and skills in job postings.

- Your resume and any correspondence with a potential employer should be polished and professional. Describe successful collaborative experiences you’ve participated in either professionally or as a student.

Don’t discount the value of your non-LIS work or volunteer experience.

- Most employers want well-rounded and versatile staff with a wide variety of skills, rather than narrowly-focused expertise. Customer service experience is especially valued.
Recommendations for LIS Job Seekers (3)

- **Demonstrate your commitment to professional growth**
  - Even as a student, participate in activities that demonstrate your dedication to ongoing professional development and be an active member in professional organizations.

- **Experiment and practice with technology**
  - Expose yourself to as many different web tools, applications, and databases as possible. Job listings for a variety of roles call for staff who are comfortable and experienced with information technology beyond Microsoft Office Suite and integrated library systems.
Employers want candidates who are adept at **trend spotting** and skilled at identifying and implementing **new trends and technologies**.

- Stay current and informed about new developments in the LIS field, as well as general business and technology trends.

**Reference/research skills** are in high demand regardless of the job type or setting.

- Hone your skills by knowing how to search in a variety of different databases and familiarize yourself with advanced searching techniques.
Recommendations for LIS Job Seekers (5)

- **Teaching and training duties** are prevalent in a large number of jobs that are built on LIS skills.
  - Find opportunities to practice training/teaching and developing/delivering instructional content.

- **Specialized skills, knowledge, or experience** can give you an advantage in your job search, particularly in special libraries/collections or industry-specific businesses.

- Search for jobs that match your unique skills, such as a second language or a medical, legal, musical, or information technology background.

- **Explore additional LIS career options** via the SJSU School of Information’s Career Development resources at [ischool.sjsu.edu/career-development](ischool.sjsu.edu/career-development).
Methodology Overview

- 400 job postings, representing 43 states plus Washington, D.C., were gathered over an eight-week period during February and March 2017.

- 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 LIS-specific job sites were added to the study this year, including the Art Libraries Society of North America, Library and Information Technology Association, Archives Gig, School Library Journal, and the Association for Information Science and Technology.

- Job listings from any site were excluded if they did not contain any LIS-related duties or skills.
Data Collection

- Searches produced job listings at an assortment of organizations, including biomedical companies, law and consulting firms, and businesses such as Hasbro and Amazon.

- Many of these positions required technology-focused LIS skills, such as database configuration/management, web development, digital and electronic resources management and licensing, content management tools and systems, social media, and data analysis.

- 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
- Degree (not MLIS)/Level – e.g., Bachelors, Masters, etc.
- Other Specific Degrees/Certifications – e.g., JD, Masters in Music
- Position Duties
- Skills Required/Desired
LIS Job Sites Searched

- American Assn of Law Libraries
careers.aallnet.org/
- American Library Assn
joblist.ala.org
- American Theological Library Assn
atla.com
- Archives Gig
archivessig.wordpress.com
- Art Libraries Society of North America
arlisna.org
- Assn for Information Science & Technology
asist-jobs.careerwebsite.com
- Assn of Research Libraries
arl.org
- I Need a Library Job (INALJ)
inalj.com
- LibGig – an LAC Group company
lac-group.force.com/LIBGIG
- Library and Information Technology Assn
ala.org/lita
- Library of Congress
loc.gov/hr/employment
- Library Systems and Services
lsslibraries.com
- Medical Library Assn
mlanet.org
- Music Library Assn
musiclibraryassoc.org
- School Library Journal
jobs.libraryjournal.com
- Society of American Archivists
careers.archivists.org/
- Special Libraries Assn
careercenter.sla.org
General Job Sites Searched

- **CareerBuilder**
  careerbuilder.com

- **Dice**
  dice.com

- **Government Jobs**
  governmentjobs.com

- **Idealist**
  idealist.org

- **Indeed**
  Indeed.com

- **JustJobs**
  justjobs.com

- **LinkedIn**
  linkedin.com

- **Monster**
  monster.com

- **USAJOBS**
  usajobs.gov
The “MLIS Skills at Work” report is prepared annually by a graduate student assistant who is enrolled in the Master of Library and Information Science (MLIS) online degree program at the San José State University (SJSU) School of Information. The skills and knowledge needed in the 21st century information profession revealed in this report can inform MLIS curriculum development, ensuring course offerings align with the job market and prepare students for real-world professional challenges.

Based in California’s world-renowned Silicon Valley, the SJSU School of Information is a recognized leader in online education and offers entirely online master’s degree and certificate programs. Graduates work worldwide in diverse career environments, such as digital asset management, user experience design, archives and preservation, electronic records management, librarianship, and information governance.
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