MLIS SKILLS AT WORK

A Snapshot of Job Postings
Spring 2020
Table of Contents

- Introduction 3
- Audience 4
- Trends Overview 5
- Data Analysis and Presentation of Findings 8
- Job Titles, Duties, Skills and Technology/Standards 18
  - By Type of Role or Work Activity 19
  - By Type of Employer or Specialized Field 31
- Recommendations for LIS Job Seekers 40
- Methodology, Data Collection and Data Points 46
- Job Sites Searched 49
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 January and April 2020 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.

The time frame of this snapshot view coincided with the onset of the COVID-19 pandemic in the United States, from the first case identified in late January to the unprecedented disruption of daily lives that has followed. The data reflect a period in time before the impact of these events has been fully realized. In our analysis, we have identified trends that are likely to expand into larger shifts in employment for information professionals. At the same time, we acknowledge that there is no way to predict the new reality we are entering.
This report is intended for

- Prospective students exploring career paths for information professionals
- Current students preparing to enter the job market and/or planning the courses they will take to develop marketable skills
- Practitioners interested in learning how they might expand their career options
- Information center leaders who are responsible for creating and recruiting for tomorrow’s jobs
- Educators who are preparing students for successful careers in the information profession
Trends Overview 1: Embracing Change

- Employers seek candidates who have the capacity to thrive in a complex, changing environment and are open to uncertainty and ambiguity.

- Desirable characteristics include adaptability, flexibility, curiosity, creativity, and a commitment to diversity and inclusion.

- Successful candidates are innovative, forward-thinking, and keenly aware of new trends and emerging technologies, in addition to being committed to lifelong learning and professional development.

- A growing demand for data-informed decision-making requires the information management skills used to gather, appraise, organize, analyze, and present data.

- Concerned with financial sustainability, employers also value skills in outreach, marketing, grant writing, fund development, budgeting, and financial management.
Employers are looking beyond a job-specific skill set, seeking candidates who add value to the organization and are able to work effectively both collaboratively and independently.

The profile of the ideal candidate is remarkably similar across all types of employers and jobs. There is widespread emphasis on soft, or people-oriented, skills (see slide 12).

Today’s information professional is expected to have excellent oral and written communication skills; functions independently and collaboratively to achieve goals; has strong problem-solving and analytical skills; is highly organized with sharp attention-to-detail; manages priorities and adapts to change; uses interpersonal skills to build positive relationships; and is deeply committed to serving diverse communities.
Trends Overview 3: Expanding Opportunities

- In addition to remaining fairly strong in public, academic, and school libraries, job creation for information professionals is also taking place outside those familiar settings. While legal and health fields are prime growth areas, private sector jobs are also found in such diverse industries as transport, architecture, hospitality, insurance, marketing, publishing, media, financial services, energy, agriculture, manufacturing and more.

- There is an expanding need for expertise in online instruction and instructional design. In academic settings, 30% of librarian jobs with teaching responsibilities required knowledge of and experience in online learning environments.

- Job titles reflect new roles: Transliteracy Integration Specialist (K-12); Community Engagement Librarian, Partnership and Programs Librarian (public); First-Year Experience Librarian, Diversity and Engagement Librarian, Emerging Technologies and Immersive Learning Librarian, Assessment and Organizational Effectiveness Librarian (academic).
Data Analysis and Presentation of Findings

The following 8 slides address these key data elements:

- Types of Employing Organizations  
  Page 9
- Representative Job Titles  
  Page 10
- Soft Skills Most In Demand By Employers  
  Page 12
- LIS Skills Most In Demand By Employers  
  Page 13
- Representative Specialized Skills  
  Page 14
- Job Duties Listed Most Frequently  
  Page 15
- MLIS Required or Preferred  
  Page 16
- Job-Specific Experience Requirements  
  Page 17
Types of Employing Organizations

- Job postings for academic and public libraries have declined slightly, making up 51% of 2020 and 54% of 2019 postings.

- Meanwhile, information professionals enjoy a diverse range of employment opportunities elsewhere, including with businesses, government agencies, nonprofit organizations, and cultural institutions.

- Demand is especially high in the legal and health fields. Other fields include transport, architecture, hospitality, insurance, marketing, publishing, entertainment, finance, distribution, energy, agriculture, and manufacturing.
Many LIS-related job titles don’t contain words like “library,” “librarian,” “archives,” or “archivist,” especially outside traditional library settings. For this reason, consider expanding the list of keywords you use for search terms. Slides 10 and 11 provide a selection of the diverse job titles found in this survey of 400 job postings.

**Communication**
Head of Communications; Coordinator of Scholarly Communications and Cataloging; Head, Scholarly Communication and Data Services; Scholarly Communication Specialist

**Content**
Content Asset Manager; Content Strategist

**Curriculum**
Curriculum Developer; Curriculum Library Specialist

**Data**
Data and Evaluation Manager; Data Architecture Program Manager; Data Governance Specialist

**Digital**
Digital Assets Manager, Digital Content Specialist; Digital Media Asset Manager; Digital Preservation Network Coordinator; Digital Strategist; Digital Strategy Analyst; Digital Trainer and Coordinator

**Documentation**
Documentation Specialist; Head, Documentation Center

**Evaluation**
Impact Evaluation Specialist; Data and Evaluation Manager

**Metadata**
Metadata Analyst; Metadata Curator; Metadata Specialist
Representative Job Titles 2

**Information**
Health Information Specialist; Information Analyst; Information and Community Manager; Information Specialist; Technical Information Specialist; Web and Information Services Manager; Legislative Information Manager; Information Services Project Manager; Information and Outreach Services Coordinator; Information Technology Analyst

**Intelligence**
Business Intelligence Developer; Competitive Intelligence Specialist

**Knowledge**
Knowledge Manager; Records and Knowledge Management Specialist

**Literacy**
Data Literacy Librarian; Transliteracy Integration Specialist; Media Literacy Librarian; Information Literacy and Distance Learning Librarian

**Records**
Records Analyst; Records Management Specialist; Records Coordinator; Government Records Analyst; Corporate Records Specialist; Records Retention Specialist

**Research**
Corporate Research Analyst; Research Services Analyst; Research Informationist; UX Qualitative Researcher

**Taxonomist**
Creative Production Taxonomist; Marketplace Taxonomist
Soft Skills Most In Demand by Employers

• Employers today look for qualities that reflect a candidate’s ability to work effectively and bring value to the organization.

• Job postings consistently highlight the importance of soft skills in distinguishing the ideal candidate.

• Today’s information professional needs to have excellent oral and written communication skills; functions independently and collaboratively to achieve goals; has strong problem-solving and analytical skills; is highly organized; manages priorities and adapts to change; uses interpersonal skills to build positive relationships; and is deeply committed to serving diverse communities.
Employers are seeking candidates with a wide range of knowledge and skills who can fill multiple roles and responsibilities.

Technology refers not just to specific technical skills, but also to an aptitude for learning new technologies and keeping up with emerging trends.

Instruction and training are increasingly considered essential job functions and often take place outside the traditional classroom.

The distance learning and remote reference services trend continues to grow.
In addition to the skills identified in slides 12 and 13, the following specialized skills appeared throughout the job listings analyzed.

- Bibliographies and finding aids
- Born digital collections
- Budget planning and financial management
- Community outreach, partnerships
- Copyright law, digital rights management
- Data curation, information governance
- Digital asset management systems
- Digital scholarship, open access
- Grant writing, donor relations
- Information retrieval tools, databases
- Instructional design
- Marketing, outreach and social media
- Metadata, cataloging standards
- Metrics and documentation
- Multimedia digitization and preservation
- Online public access catalogs
- Program evaluation
- Public speaking and advocacy
- Rare books and special collections
- Readers’ advisory
- Social media and promotional materials
- Subject matter expertise: legal, health, etc.
- Strategic planning, change management
- Technical services, systems administration
- User experience and discoverability
- Web content management systems
Information technology may refer to the use of a specific technology. It may also refer to a general knowledge of library systems, or the use of productivity tools, such as Microsoft Office Suite.

Reference and research are essential job functions in diverse settings, not just libraries.

Instructional-design refers to both curriculum development in an educational setting as well as creating training materials.
In 81% of job postings, employers either required or preferred an MLIS degree.

Positions may require undergraduate degrees in particular fields to complement the MLIS.

Whether the setting is academic, government, or the private sector, a J.D. degree is frequently an additional qualification in the legal field.

Other advanced degrees, in addition to an MLIS, may also be preferred for some positions.
Job-Specific Experience Requirements

The trend of employers seeking candidates with job-specific experience continues in 2020. Even for entry-level positions, employers are looking for candidates with hands-on experience in addition to educational qualifications.

This is yet another compelling reason for you to incorporate a virtual or onsite internship or volunteer activities (preferably in some type of library setting) into your iSchool program planning if you don’t already have the requisite experience.

<table>
<thead>
<tr>
<th>Experience</th>
<th>2019</th>
<th>2020</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience required</td>
<td>83%</td>
<td>79%</td>
<td>-4%</td>
</tr>
<tr>
<td>Experience preferred</td>
<td>9%</td>
<td>16%</td>
<td>+7%</td>
</tr>
<tr>
<td>Experience not required</td>
<td>8%</td>
<td>5%</td>
<td>-3%</td>
</tr>
</tbody>
</table>
Representative Job Titles, Duties, Skills and Technologies

The following slides present sample job titles, duties, skills and technologies collected from the survey of 400 job postings. They are categorized first by type of role or work activity (slides 19-27), then by type of employing organization or field of specialization (slides 29-36).

This snapshot captures the following information:

- Current employment opportunities for LIS professionals
- The diversity of duties and responsibilities associated with LIS jobs
- The skills employers are looking for in job candidates
- Technologies currently in use, including software, systems, databases, standards, markup languages, and more

Some jobs fall within several categories so may occur more than once.
Job Data by Type of Role or Work Activity

The following slides (20-30) present sample job titles, duties, skills, and technologies, categorized by type of role or work activity.

- Collection, Acquisition and Circulation
- Cataloging and Metadata
- Reference and Research
- Outreach, Programming and Instruction
- Leadership, Management and Administration
- Archives, Preservation and Special Collections
- Data Management, Analysis and Preservation
- Digital Initiatives, Integration and Management
- Information Management
- Information Systems and Technology
- Web Services, User Experience (UX) and Social Media

Page
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
### Sample Job Titles

- Public Services Librarian
- Adult/Children’s/Young Adult Librarian
- Access and Collections Librarian
- Serials Coordinator
- Virtual Collections Librarian
- Moving Image Collections Curator
- Access Services and Information Technology Librarian
- Electronic Resources and Discovery Librarian
- Prison Librarian
- Circulation and Stacks Specialist
- Patron Services Librarian
- Collection Development Librarian

### Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
<th>Sample Technology/Standards</th>
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</thead>
<tbody>
<tr>
<td>Prepares interpretive and informative text for finding aids, website, and promotional/public educational materials and exhibits</td>
<td>Successfully demonstrates ability to work effectively, manage change, respond nimbly, think innovatively, and provide vision in a hierarchical team environment</td>
<td>Microsoft Office Suite: Word, Excel, Outlook, PowerPoint Mimsy XG CMS (collections management software)</td>
</tr>
<tr>
<td>Develops and maintains layout and appearance of children’s space, ensuring a safe and inviting area filled with relevant resources</td>
<td>Ability to effectively adapt to and use new technologies and software</td>
<td>OpenURL, EZproxy, Ex Libris Alma, Aleph, Millennium</td>
</tr>
<tr>
<td>Coordinates services and technologies to support seamless user access to collections, collaboratively crafts a vision for library’s collections</td>
<td>Knowledge of information technology trends and appreciation of importance, impact of technology in academic libraries</td>
<td>GreenGlass, Gold Rush, Tableau Ex Libris Alma/Primo Microsoft Excel</td>
</tr>
<tr>
<td>Implements and assesses library instructional services, including face-to-face, hybrid, and online learning opportunities, instruction sessions, and workshops</td>
<td>Working knowledge of integrated library systems including statistical and fund maintenance, proxy servers, reporting functions, and structure and management of online catalogs</td>
<td>Tipasa ILL Sierra ILS Adobe Acrobat Springshare</td>
</tr>
<tr>
<td>Creates and implements programs, including outreach and community engagement, based on community needs and strategic priorities</td>
<td>Familiarity with professional standards in cultural heritage collection management and a strong sense of legal and ethical issues</td>
<td>OCLC ILLiad Tipasa ILL SirsiDynix Horizon ILS</td>
</tr>
</tbody>
</table>
# Cataloging and Metadata

## Sample Job Titles

- Metadata/Data Archive Specialist
- Foreign Language Cataloger
- E-Resources Metadata Librarian
- Documentation Specialist
- Creative Production Taxonomist
- Music Cataloging Coordinator
- Cataloging and Metadata Strategies Librarian
- Bibliographic Services Manager
- Cataloging and Metadata Analyst
- Coordinator of Scholarly Communications and Cataloging
- Metadata Curator, Movies and TV Shows
- Metadata and Digitization Services Librarian

## Sample Job Duties

<table>
<thead>
<tr>
<th>Duties</th>
<th>Skills</th>
<th>Technology/Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides expertise in collaborative decision-making for metadata in the context of a digital asset management system upgrade and content migration</td>
<td>Demonstrated knowledge of emerging areas of librarianship, including the capabilities and future trends of library technology and systems to optimize discovery and access to scholarly resources</td>
<td>MODS, Dublin Core, RDF-based metadata, Fedora/Islandora, XML/XSLT, crosswalking, SOLR indexes</td>
</tr>
<tr>
<td>Drives strategy and construction of a taxonomy to improve efficiency of creative assets conceptualization, development, and production</td>
<td>Knowledge of current professional trends, especially those relating to collections and technical services that support a collection for a diverse population on and off campus</td>
<td>Dublin Core, NACO, MARC, MarcEdit, MARC21, RDA, AACR2, LRM/FRBR, LCSH, LCC, OCLC</td>
</tr>
<tr>
<td>Responsible for the profitability of the project, which includes meeting production goals, quality goals, deadlines and hiring appropriate catalogers</td>
<td>Supervision of multiple employees, including hiring, training, monitoring production and quality, and maintaining appropriate staff to meet project deadlines</td>
<td>Koha, MODS, LinkedData, dotCMS, OCLC Connexion Ex-Libris Alma/Primo, Dublin Core, SQL</td>
</tr>
<tr>
<td>Reviews and evaluates workflows, with an eye toward increasing efficiencies, bringing more high-quality content to users more quickly, and building sustainable workflows</td>
<td>Experience responding effectively to changing needs and priorities, sharp problem-solving and analytical skills, and an ability to learn from history and prevent errors from recurring</td>
<td>Microsoft Excel, XML, Dublin Core, CONTENTdm, Dspace Google BigQuery</td>
</tr>
</tbody>
</table>
## Sample Job Titles

- Research Librarian, Data Literacy
- UX Qualitative Researcher
- Reader Services Librarian
- Materials Resource Librarian
- Adult Services Reference Librarian
- Corporate Research Analyst
- Online Research Librarian
- Librarian for Evidence Synthesis
- Informationist
- International Law Reference Librarian
- Insurance Research Librarian
- Health Sciences Librarian

## Sample Job Duties

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<thead>
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<th>Sample Job Skills</th>
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<tbody>
<tr>
<td>Engages in special projects to develop services for various diverse audiences, collaborates to plan new initiatives or changes in service related to the overall operation of the reference desks</td>
<td>Ability to work effectively with faculty and students in interpreting and advancing the work of the library in support of learning, teaching and reference</td>
<td>Bibliographic tools such as EndNote and Mendeley, NAM standards, PRISMA, MEDLINE, Cochrane CENTRAL, PubMed, Embase</td>
<td></td>
</tr>
<tr>
<td>Supports research by accessing specialized information portals, answering complex questions, compiling bibliographies, and locating difficult-to-find documents</td>
<td>A strong commitment to public services and user-centered reference and instructional services within an academic or research library setting</td>
<td>Microsoft Office Suite, Citation management software, SharePoint</td>
<td></td>
</tr>
<tr>
<td>Assists users in effectively discovering, identifying, and retrieving information tools and resources, helps them manage, organize, and disseminate research results</td>
<td>Demonstrated expertise in the use of technologies including instructional technology, internet resources, and integrated library systems</td>
<td>Wordpress, Zoom, Mac and Windows OS, Moodle LMS, Sierra ILS</td>
<td></td>
</tr>
<tr>
<td>Works closely and collaboratively to model creative problem solving, critical thinking, and flexibility necessary for success in our diverse and changing world</td>
<td>Capable of using practical judgment, creativity, and resourcefulness in planning, developing and implementing assigned projects</td>
<td>R, Python, Ex Libris Alma/Primo, XML, AngularJS</td>
<td></td>
</tr>
</tbody>
</table>
# Outreach, Programming and Instruction

## Sample Job Titles

- Emerging Technologies and Immersive Learning Librarian
- Children’s Librarian
- Diversity and Engagement Librarian
- First-Year Experience Librarian
- Outreach Services Coordinator
- Partnership and Programs Librarian
- Head of Communications
- Student Success Librarian
- Instructional Technologist
- Entrepreneurship Librarian
- Education and Professional Development Manager
- E-learning Librarian
- Community Engagement Librarian

## Sample Job Duties

<table>
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<tbody>
<tr>
<td>Applies imagination and motivation to create innovative instruction using best practices for learning, teaching, and information literacy</td>
<td>Experience and/or coursework in the development of web-based instruction modules and information literacy tools</td>
<td>D2L/Brightspace LMS, Springshare, Zoom, Camtasia screen recorder and video editor</td>
</tr>
<tr>
<td>Produces marketing and outreach materials including press releases and brochures, conducts in-depth historical research for patrons and for social media outreach activities, such as podcasts and blogs</td>
<td>Interest and aptitude for STEAM programming, especially for helping tweens learn coding and digital creativity skills, as well as an understanding of the Public Library Association’s Every Child Ready to Read initiative</td>
<td>Microsoft Office 365, Canvas LMS, OneDrive, Zoom, Databases: Business Source Complete, Mergent Online, Statista, ScienceDirect</td>
</tr>
<tr>
<td>Works creatively, collaboratively, and proactively to plan, develop, and deliver asynchronous and synchronous online teaching and learning experiences, as well as enhanced classroom and studio-based educational technology</td>
<td>Ability to serve the needs of a student population of great diversity – in age, cultural background, ethnicity, primary language and academic preparation – through inclusive course materials, teaching strategies, and advisement</td>
<td>Project management tools: Confluence, Trello, Jira, Blackboard LMS, Adobe Creative Suite</td>
</tr>
<tr>
<td>Maintains an environment of continuous improvement, and plans strategically for future changes while evaluating existing library programs and services</td>
<td>Is creative, community-focused, energetic, collaborative, and familiar with emerging trends in programming and creating partnerships in public libraries</td>
<td>AR/VR hardware/software, 3D technologies: scanning, printing, modeling, fabrication</td>
</tr>
</tbody>
</table>
# Leadership, Management and Administration

## Sample Job Titles

- State Law Librarian
- Library Director
- Branch Librarian
- Director, Open Archives and Discovery
- Head, Scholarly Communication and Data Services
- Director of Library and Archival Collections
- Corrections Librarian
- Associate Dean of Library and Learning Commons
- Associate Dean for Diversity and Inclusion
- Chief, Serial and Government Publications

## Sample Job Duties

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</tr>
</thead>
<tbody>
<tr>
<td>Performs critical role in enhancing student learning and in advancing the research enterprise as the university moves to solidify its position as a premier public research institution</td>
<td>Intellectual curiosity and openness to new ideas, coupled with good business sense and a passion for librarianship with a clear vision of the future</td>
<td>Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) Adobe Creative Suite</td>
</tr>
<tr>
<td>Responsible for developing vision and strategic direction, and fostering an environment of collegiality, respect, trust, and teamwork; monitoring and evaluating trends and developments in librarianship</td>
<td>Strong orientation toward collaboration, creativity, and collegiality, as well as consistent follow-through, efficient workflow planning, and responsible budgeting</td>
<td>Metadata schema (e.g. Dublin Core, EAD, MODS) Controlled vocabularies (TGMI and II, Getty)</td>
</tr>
<tr>
<td>Serves as a leader and change agent, moving organization toward an ever-higher standard of excellence, innovation, and access</td>
<td>Ability to demonstrate vision, strategic thinking, collaboration, and inclusive leadership skills, flexibility, and adaptability and a willingness to embrace and drive change</td>
<td>Ex Libris Alma/Primo VE</td>
</tr>
<tr>
<td>Serves as principal representative to state government agencies and organizations to promote visibility, influence, and funding</td>
<td>Demonstrated commitment to shared governance, consensus-building, transparency in leadership and management, and data-informed decision-making</td>
<td>Aeon Archnet</td>
</tr>
</tbody>
</table>
## Archives, Preservation and Special Collections

### Sample Job Titles
- Processing Archivist
- Community and Student Life Archivist
- Archivist, Public Media Digitization
- Special Collections Archivist
- Ethnomusicology Archive Librarian
- Preservation Specialist
- Curator of Recorded Sound and Broadcasting
- Digital Imaging Technician
- Librarian, Special Collections, Rare Books and Manuscripts
- Curator of Books and Maps
- Archivist for the Hispanic/Latinx Experience

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
<th>Sample Technology/Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides exceptional research and reference services, enhances instruction, and participates in outreach activities</td>
<td>Able to support effective acquisition, appraisal, description, preservation, access to and security of born-digital and hybrid archival collections</td>
<td>Dublin Core, LCSH, ArchivesSpace, XML, DACS, EAD, MARC, RDA</td>
</tr>
<tr>
<td>Educates clients regarding the value of archives and key aspects of archival program architecture and design (e.g., scalability, accessibility, manageability, relevance, affordability)</td>
<td>Deep knowledge of archival and content management technologies (legacy and emerging) and a commitment to continue to broaden technology skills</td>
<td>Archival content management systems (ACMS) such as ArchivesSpace, Collective Access, etc.</td>
</tr>
<tr>
<td>Digitizes sound recordings, audiovisual recordings, paper documents, and photographs using a variety of digitization hardware and software</td>
<td>Demonstrated ability to work in a team-based setting where consultation, flexibility, reliability, initiative, creativity, collaboration, and cooperation are essential</td>
<td>Microsoft Office Suite (Outlook, Word, Excel) Adlib CMS (collections management system) Inmagic</td>
</tr>
<tr>
<td>Develops arrangement and description plans and standards that balance budget and patron access needs; collaborates in the pursuit of grants and other funding</td>
<td>Ability to communicate with IT resources related to the definition and implementation of requirements and functional design within the software development lifecycle (SDLC)</td>
<td>Audiovisual materials in various formats including U-matic, VHS, Beta, and reel-to-reel</td>
</tr>
</tbody>
</table>
## Data Management, Analysis and Preservation

### Sample Job Titles
- Data Curator
- Semantic Data Specialist
- Impact and Analytics Program Director
- Data and Evaluation Manager
- Business Intelligence Developer
- Data Scientist
- Impact Evaluation Manager
- Assessment and Organizational Effectiveness Librarian
- Data Science/Analysis Research Librarian
- Assessment/Data Management Librarian

### Sample Job Duties
- Analyzes data from various sources such as library systems, vendor statistics, observations, surveys, web analytics, interviews, and focus groups, and facilitates the use of this data to support strategic planning.
- Applies informatics principles, including mining and visualization of large data sets, to inform government partners and researchers about trends, patterns, and relationships.
- Creates or adapts frameworks and tools that support the alignment of services, outcomes, and metrics within strategic planning and other priority-setting processes.
- Partners with researchers to evaluate data planning needs and assess options for sharing data.

### Sample Job Skills
- Experience in conducting assessment projects, documenting data, and providing recommendations for improvements.
- Planning and leadership skills, with the ability to function independently, take initiative and set goals and priorities in a dynamic environment.
- Experience with extraction, transformation, loading, database management and design, and SQL queries.
- Ability to develop solutions to loosely defined business problems by leveraging pattern detection over large data sets.

### Sample Technology/Standards
- Programming languages: R, Python, Java
- Statistical software: STATA, SPSS, SAS
- CRM (client relationship management) software: Tableau
- SharePoint
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Google Apps
- Open source repository software: Dataverse, Dspace
- Programming languages: R, Python, CompStat
- SQL (Structured Query Language)
- Programming languages: Python, JavaScript
### Digital Initiatives, Integration and Management

#### Sample Job Titles
- Digital Assets Librarian
- Digital Initiatives Metadata Librarian
- Digital Scholarship Librarian
- Biomedical Librarian
- Digital Asset Management and Archive Coordinator
- Digital Systems Librarian
- Digital Collections Specialist
- Digital Strategist and Webmaster
- Digital Media Asset Manager
- Library Chief Data Strategist
- Web and Digital Manager
- Digital Asset Manager

#### Sample Job Duties
- Explores and identifies emerging platforms for textual or network analysis, geographic information systems, digital project management, and computational research
- Interfaces across multiple departments to understand their asset management, archiving and distribution needs for all materials
- Collaborates closely with colleagues to ensure sustainable workflows and models for long-term digital preservation
- Develops guidelines, materials, and trainings to promote the use of the digital asset management system (DAMS)

#### Sample Job Skills
- Experience with digital scholarship research tools, techniques and methodologies (e.g., data mining, data visualization, text mining, spatial analysis)
- Proven experience managing Drupal-based websites and spearheading and growing a robust digital community
- Experience planning, developing, and/or implementing instruction such as tutorials, workshops, events, and programs related to technologies affecting faculty and students in higher education
- Ability to identify and resolve problems and risks impacting project performance

#### Sample Technology/Standards
- Adobe Creative Suite (Photoshop, InDesign, Illustrator, Lightroom)
- Digital asset management production equipment, including digital camera systems, scanning equipment, lighting, capture software
- Project management tools: MS Project, Workfront, Adobe Acrobat Pro
- Microsoft Office Suite, Open-source CMS Drupal
- Digital collections technologies such as content markup and transformation, scripting language, and command line interaction with an operating system
- Digital repository platforms: CONTENTdm, Omeka, Islandora/Fedora, Samvera/Fedora, or bepress Digital Commons
## Information Management

### Sample Job Titles
- Data Governance Specialist
- Records and Information Management Specialist
- Library Services Solutions Architect
- Knowledge Manager
- Head, Legislative Information Management
- Records Analyst
- Content Asset Manager
- Assessment Manager
- Corporate Archives Specialist
- Business Librarian
- Competitive Intelligence Specialist
- Information Analyst

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<tr>
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</thead>
<tbody>
<tr>
<td>Leads creation and evolution of content asset management capabilities by developing in-house roadmap focused on streamlining operations, optimized user flows, permissions, and maintains best practice asset management</td>
<td>Strong knowledge of concepts, processes, technology tools and risk management as it relates to records management, information management, and information governance from creation through disposition</td>
<td>Microsoft Office Suite (Outlook, Word, Excel, Powerpoint) Statistical tools NVivo and SPSS</td>
</tr>
<tr>
<td>Refines and extends central information storage organization in support of multiple business units</td>
<td>Experience in leading RIM (records and information management)-related projects, implementing continuous improvement ideas and developing new strategies that help program/department run efficiently</td>
<td>SAP master data objects like Customer, Material, Vendor</td>
</tr>
<tr>
<td>Strengthens links between knowledge sharing and company’s information systems and tools, facilitates seamless exchange of information across systems</td>
<td>Ability to develop, document, lead, and communicate processes while providing recommendations on execution of strategies</td>
<td>SharePoint, SQL, Power BI, Tableau</td>
</tr>
<tr>
<td>Develops creative relocation, digitization and material-handling solutions for material collections, also targets those solutions to the individual organization requirements</td>
<td>Ability to gain cooperation from all department employees involved in records storage, retrieval and disposal</td>
<td>SUPDESK, Business Objects, and Material Requirements Tool (MRQT) CAD (computer-aided design/drafting)</td>
</tr>
</tbody>
</table>
## Information Systems and Technology

### Sample Job Titles
- Digital Repository Developer
- Discovery and Systems Librarian
- Systems and Serials Librarian
- ILS Applications and Data Coordinator
- Library Systems Coordinator
- Director of Technology Solutions
- Head of Library Technology Services
- Technical Services Librarian
- Systems Librarian
- Director of Library Systems
- Head, Technical Services
- Library Systems Manager

### Sample Job Duties
- Collaborates in development of policies and procedures for the harvesting and management of statistical data, coordination of electronic and print resource record sets, and evaluation of ILS modules and APIs
- Responsible for collaborating across the library to provide technical support and training for the library services platform Alma
- Manages installation, use, and development of support structures for systems, incorporating user experience (UX) and accessibility as integral components of project success
- Responsible for searching, planning, developing and implementing training for attorneys and reference librarians on new and emerging technologies

### Sample Job Skills
- Ability to work with a diverse set of stakeholders on issues related to maintenance, authentication, and administration of technology systems
- Expertise in working with technical and non-technical staff to identify user requirements and translate them into technology-based solutions
- Strong working knowledge of and experience with user experience (UX) methodology, user interface design methods, accessibility standards and test strategies is required
- Proficient in developing web applications using relational databases and indexing technologies; proficient in the Samvera framework and related technology stack, including Solr and Fedora

### Sample Technology/Standards
- HTML, XML, CSS, JavaScript, XSLT, Python, Ex Libris Alma/Primo, ArchivesSpace, DSpace, ResourceSpace, EZProxy, SpringShare Suite
- Authentication technologies such as Shibboleth, EZproxy, and/or OpenAthens
- Coding and scripting such as HTML5, CSS, Perl, Python, and SQL
- Open source systems, Cloud technology infrastructure, Ruby on Rails, Samvera, Soir, Fedora, Amazon Web Services
- UNIX/Linux, Python, PHP, XML, Javascript, Windows Server and Mac OSX, Sierra ILS, LibGuides, EBSCO Discovery Service, climate tracking software
# Web Services, User Experience (UX) and Social Media

## Sample Job Titles
- Content Strategist
- Data Discovery Librarian
- Digital Content Specialist
- Electronic Resources Librarian
- Health Information Specialist
- Web Development Librarian
- Manager, Web and Information Services
- Electronic Resources Librarian
- Front-end Developer
- Digital Strategy Analyst
- Information and Community Manager
- Web Librarian
- Application Developer

## Sample Job Duties
- Embodies and promotes the philosophy of open source, shared, and community-built software and technologies
- Advises on dashboard creation for team, oversight and creation of larger analytics dashboards
- Leverages quantitative and qualitative data sources to glean insights into end-user experience and utilizes findings to drive experience optimization and innovation
- Creates, collects, organizes, edits and publishes content for user community library
- Supports website components on Adobe Experience Manager hosted web content management system

## Sample Job Skills
- Experience with or knowledge of web accessibility guidelines and implementation
- Ability to build user-centric, accessible websites that conform to responsive design principles and work across a variety of devices
- Solid understanding of usability best practices, information architecture, and interaction/experience design principles
- Adept project manager and effective communicator with a strong passion for technology, education, and supporting creative youth
- Experience with APIs and how they integrate into various library products, e.g., LibApps, LMS, digital repositories, discovery systems

## Sample Technology/Standards
- HTML, HTML 5, CSS, JavaScript, PHP, CMS Drupal, Adobe Experience Manager
- Ruby, Python, Javascript, Client-side JS frameworks, Next.js/React
- Ex-Libris, Springshare, VuFind, CORAL, Google Analytics, HTML, CSS, JavaScript, PHP, LMS, APIs, LAMP stack (Linux, Apache, MySQL, PHP), Voyager ILS, Summon, SerialsSolutions, ILLiad, ARES, AngularJS, Bootstrap
- EZProxy, Web API, Ex Libris Alma/Primo, RefTracker, Tableau, Python, MARC, ASP.NET, SCRUM, TCP/IP, AppScan, MS FAST, SQL, Fitch, Adobe Experience Manager, HTML, XML
- Google Analytics, Google Tag Manager, Data Studio, Crazy Egg, R programming language
The following slides (32-39) present sample job titles, duties, skills and technologies, categorized first by type of employing organization and then within the health and legal fields, as follows:

<table>
<thead>
<tr>
<th>Type of Employer or Specialized Field</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Libraries</td>
<td>32</td>
</tr>
<tr>
<td>College, University and Research Libraries</td>
<td>33</td>
</tr>
<tr>
<td>K-12 School Libraries</td>
<td>34</td>
</tr>
<tr>
<td>Archives, Museums and Cultural Institutions</td>
<td>35</td>
</tr>
<tr>
<td>Government Agencies and Organizations</td>
<td>36</td>
</tr>
<tr>
<td>Business and Nonprofit Organizations</td>
<td>37</td>
</tr>
<tr>
<td>Legal – Academic, Government and Corporate</td>
<td>38</td>
</tr>
<tr>
<td>Health – Academic, Government and Corporate</td>
<td>39</td>
</tr>
</tbody>
</table>
### Public Libraries

#### Sample Job Titles
- Library Director
- Youth Services Librarian
- Digital Initiatives Librarian
- Head of Circulation
- Outreach Services Coordinator
- Librarian, Partnerships and Programs
- Bibliographic Services Librarian
- Adult Services Librarian
- Community Engagement Librarian
- Virtual Collections Librarian
- Community Outreach Coordinator
- Business Librarian
- Public Services Librarian
- Collection Manager

#### Sample Job Duties
- Listens to, learns from, and connects with community stakeholders to empower solutions in response to broad community interests and concerns
- Promotes interest in and understanding of city programs through publicity, education, program brochures, cooperation with various community groups, and public contacts
- Provides strategies for effective management and preservation of library digital assets and coordinates workflows and policies for the digital program
- Monitors all legislative activity affecting the agency and public libraries and works closely with legislative staff regarding all agency and public library funding

#### Sample Job Skills
- Highly knowledgeable about current library trends and best practices, as well as emerging trends that will likely impact the direction of the library in the future
- Strong skills in current library technologies including automation, statistical analysis, digital lending, and digital services
- High degree of technological aptitude required as well as familiarity with library makerspace technology and concepts
- Considers future implications of decisions; eager to adapt to new technologies and service paradigms; exhibits flexibility when faced with changing situations; able to work in an ambiguous environment

#### Sample Technology/Standards
- Microsoft Office Suite (Outlook, Word, Excel, Publisher, PowerPoint)
- Adobe Creative Suite
- ETQ Reliance
- Sirsi
- OCLC, MARC
- SimplyE e-reading platform
- Horizon ILS
- ArchivesSpace, CONTENTdm
- DACS, Dublin Core, ArchivesSpace, Archon, CONTENTdm, AACR2
# College, University and Research Libraries

## Sample Job Titles

- Student Success Librarian for Media Literacy
- Data Science and Analysis Librarian
- Distance Education and Outreach Librarian
- Community, Student Life Archivist
- Digital Initiatives Librarian
- Electronic Resources and Discovery Librarian
- Diversity and Engagement Librarian
- Emerging Technologies and Immersive Learning Librarian
- Digital Resources Specialist
- Curator of Recorded Sound and Broadcasting
- Education and Professional Development Manager

## Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
<th>Sample Technology/Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assesses evolving campus success metrics, and identifies opportunities to build new programs that address gaps</td>
<td>Knowledge of the library’s role in cultural heritage stewardship and programming</td>
<td>Microsoft Office Suite (Word, PowerPoint, Excel, Outlook, Access) SQL, SAS, SPSS, STATA, R</td>
</tr>
<tr>
<td>Responsible for fostering relationships around collaborative initiatives designed to promote community collection-building</td>
<td>Understanding different user communities’ needs and user search behavior in academic library settings</td>
<td>Databases such as Business Source Complete, Mergent Online, Statista, and ScienceDirect Ex Libris Alma/Primo</td>
</tr>
<tr>
<td>Develops learning objects, videos, and tutorials to enhance information literacy and research skills, and access to library resources</td>
<td>Knowledge of standards pertaining to copyright and intellectual property protection and the ability to source and apply such policies and standards</td>
<td>Alma, Voyager, SUSHI, COUNTER, MARC Python, Sharepoint, Qualtrics, R, NCIP API protocols</td>
</tr>
<tr>
<td>Serves as a resource in discussions of library best practices, college policy, and copyright, contract, and licensing laws</td>
<td>Ability to not only conduct the research, but also translate the data analysis into actionable information for use in decision-making</td>
<td>MARC, RDA, LCCS, LCSH, OCLC, Oxygen, MARCEdit, PyMARC, OpenRefine, XSLT, NACO, SACO, CONSER</td>
</tr>
<tr>
<td>Collaborates in development, implementation, and evaluation of distance education programs and services</td>
<td>Competence in strategic planning and collaborative decision-making in a rapidly changing environment</td>
<td>CONSER, Ex Libris Alma/Primo, MarcEdit, Alma Analytics, OCLC’s Connexion, WorldShare Collection Manager, ClassWeb, Cataloger’s Desktop</td>
</tr>
</tbody>
</table>
## K-12 School Libraries

### Sample Job Titles

- School Librarian
- Library Media Specialist
- Curriculum Library Specialist
- STEAM Specialist Librarian
- Library Media Technician
- Education Technology Instruction and Innovation Librarian
- Head Librarian
- Librarian and Transliteracy Integration Specialist
- Middle School Librarian
- High School Librarian
- Library Media Technician
- Library Director

### Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
<th>Sample Technology/Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creates vibrant, inclusive, learning-filled library space that encourages curiosity, joy, inquiry and collaboration</td>
<td>Natural rapport with children and an understanding of their developmental needs</td>
<td>ISTE and AASL Crosswalk Standards</td>
</tr>
<tr>
<td>Enhances teaching and learning practices while embedding new literacies (global, media, and digital) as relevant and appropriate (e.g., lesson planning, co-teaching, lesson modeling, flipped instruction)</td>
<td>Enthusiasm for emerging library and information technologies and online learning techniques, including the ability to design library tutorials, videos, and learning objects</td>
<td>Educational technology applications, electronic grade book, and curricular software and hardware</td>
</tr>
<tr>
<td>Provides guidance and expertise for using information resources and technologies to create an environment where collaboration, creative problem-solving thrive</td>
<td>Culturally-responsive educator who knows how to leverage students' unique skills, interests, and learning styles to create a learning experience that empowers every student</td>
<td>Microsoft Office Suite (Word, Outlook, Excel) Google apps (Google Drive, Google Docs, Gmail)</td>
</tr>
<tr>
<td>Build, strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources in positive, engaging climate</td>
<td>Requires knowledge of child development and developmentally appropriate approaches based on age and ability levels</td>
<td>STEAM (Science, Technology, Engineering, Art and Mathematics) content and resources</td>
</tr>
</tbody>
</table>
### Sample Job Titles

- Librarian, Resource Sharing
- Collections Care Consultant
- Electronic Resources Librarian
- Acquisitions and Collection Development Librarian
- Exhibitions Coordinator, Reference, and Public Services
- Monographs Cataloger and Metadata Specialist
- Special Collections Archivist
- Exhibits Registrar
- Project Manager, Archival Digitization
- Director of Library and Archival Collections
- Archivist

### Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
<th>Sample Technology/Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creates and enhances finding aids and bibliographic records based on current standards, best practices, research, and analysis</td>
<td>Experience developing and managing relationships with vendors, publishers, and interface providers</td>
<td>Alma, ArchivesSpace, DACS, EAD, MARC, RDA</td>
</tr>
<tr>
<td>Oversees collection development, including book selection policy and criteria for acquisitions based on knowledge of the literature and needs of current and future researchers</td>
<td>Ability to organize and maintain manual and automated library records and gather and use statistical data in order to produce routine and special reports</td>
<td>OCLC ILLiad, ArtLens app</td>
</tr>
<tr>
<td>Conducts inventory of collections/artifacts (physical and digital), drafts collection policy which incorporates a digital archive plan</td>
<td>Thorough understanding of collections registration principles and best practices</td>
<td>Collections management software, preferably Mimsy XG</td>
</tr>
<tr>
<td>Assists with preparation and presentation of the Reader Services department’s orientation and training materials (oral, written, web-based)</td>
<td>Excellent knowledge of and aptitude for computers, software and media formats</td>
<td>Microsoft Office Suite (Outlook, Word, Excel, Access), Adlib, Inmagic, OTMM (OpenText Media Management), Microfiche machine, digital scanner</td>
</tr>
</tbody>
</table>
## Sample Job Titles

- Research Librarian, Computer Sciences and Data Discovery
- Business Intelligence Developer
- Corrections Librarian
- Foreign Language Cataloger
- Librarian, Preservation Specialist
- Information Analyst
- Information Management Specialist
- Library Support and Development Services Program Manager
- State and Local Government Records Analyst
- Records Coordinator
- Patron Services Manager
- State Library Director

## Sample Job Duties

<table>
<thead>
<tr>
<th>Duties</th>
<th>Skills</th>
<th>Technology/Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducts literature searches; analyzes, synthesizes, and evaluates</td>
<td>Ability to think strategically and highlight current trends to formulate</td>
<td>Cataloging tools such as Resource Description and Access (RDA), the RDA Toolkit,</td>
</tr>
<tr>
<td>information; prepares results/products of material searched via</td>
<td>and implement key priorities that align with the state’s mission and</td>
<td>Cataloger’s Desktop, Library of Congress Subject Headings (LCSH), MARC21</td>
</tr>
<tr>
<td>analytical summaries, bibliographic libraries, and bibliometric</td>
<td>Governor’s priorities</td>
<td></td>
</tr>
<tr>
<td>reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develops educational content, including webinars, tutorials, videos,</td>
<td>Experience giving presentations to various groups, large and small, in</td>
<td>Linked data concepts and standards such as RDF data modeling Semantic Web (OWL,</td>
</tr>
<tr>
<td>blog posts, and social media content to educate users about account</td>
<td>a professional setting</td>
<td>SKOS, SPARQL, Schema</td>
</tr>
<tr>
<td>management systems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responsible for research, coordination, and maintenance of new</td>
<td>Ability to adapt library science theory to the requirements of an</td>
<td>Programming languages (R and Python)</td>
</tr>
<tr>
<td>technology and methods related to records management, including</td>
<td>educational, medical, or historical research library</td>
<td>Ex Libris Alma/Primo, XML, AngularJS, APIs</td>
</tr>
<tr>
<td>document imaging systems and methods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provides in-depth research assistance, contributes to current</td>
<td>Knowledge of technological advances in library services, as well as</td>
<td>BIBCO, BACO, OCLC, LC Connexion, Cataloger’s Desktop, RDA Toolkit, LC/NACO subject-</td>
</tr>
<tr>
<td>awareness services, coordinates interlibrary loans, and trains in</td>
<td>legislative, budget, and policy development</td>
<td>headings, LCSH, LCC, MARC21</td>
</tr>
<tr>
<td>research sources and methods</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Notes
- Ability to think strategically and highlight current trends to formulate and implement key priorities that align with the state’s mission and Governor’s priorities.
- Experience giving presentations to various groups, large and small, in a professional setting.
- Linked data concepts and standards such as RDF data modeling Semantic Web (OWL, SKOS, SPARQL, Schema).
- Programming languages (R and Python) Ex Libris Alma/Primo, XML, AngularJS, APIs.
- Knowledge of technological advances in library services, as well as legislative, budget, and policy development.
## Business and Nonprofit Organizations

### Sample Job Titles

- Knowledge Manager
- Digital Strategy Analyst
- Library Services Solutions Architect
- Records Management Specialist
- Metadata Curator (Movies and TV Shows)
- Documentation Specialist, Archives
- Data Governance Specialist
- Data Discovery Librarian
- Impact Evaluation Specialist
- Digital Assets Manager
- Archivist, Marketing
- Librarian, Insurance Forms Research
- Data and Evaluation Manager
- Data Architecture Program Manager

### Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Drives progress, growth, and maturity of our asset management practices by maintaining industry knowledge on current solutions available, asset management trends, and general media production trends</td>
<td>Solid understanding of usability best practices, information architecture, and interaction/experience design principles</td>
<td>Adobe Experience Workfront project management software Microsoft Office Suite</td>
</tr>
<tr>
<td>Leverages quantitative and qualitative data sources for insights into end-user experience, uses findings to drive experience optimization and innovation</td>
<td>Experience with the strategic development and management of information systems, identification, and utilization of different tools</td>
<td>SAP Data Services</td>
</tr>
<tr>
<td>Promotes knowledge sharing by strengthening links between knowledge sharing and information systems and tools, facilitating seamless exchange of information across systems</td>
<td>Sharp problem solving and analytical skills, along with ability to learn from history and prevent errors from recurring</td>
<td>Excel Google Analytics Microsoft SharePoint</td>
</tr>
<tr>
<td>Researches, analyzes user needs, preferences, objectives, and working methods, and how users consume content, including data categorization and labeling</td>
<td>Ability to identify and resolve problems and risks impacting project performance</td>
<td>Adobe Photoshop, InDesign, Illustrator</td>
</tr>
</tbody>
</table>
# Legal – Academic, Government and Corporate

## Sample Job Titles

- Circuit Librarian
- Competitive Intelligence Specialist
- Corporate Research Analyst
- Faculty Services, Outreach Librarian
- International Law Reference Librarian
- Law Reference Librarian, Student Services and Technology
- Library Systems Coordinator
- Research Services Analyst
- Records and Knowledge Management Specialist
- State Law Librarian
- Research and Instructional Services Librarian
- Outcomes Assessment Librarian

## Sample Job Duties

<table>
<thead>
<tr>
<th>Duties</th>
<th>Skills</th>
<th>Technology/Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides online and in-person instruction to Law Library users on the content, nature, and use of Law Library print and electronic resources, as well as legal research methodologies</td>
<td>Mastery of advanced legal research skills including ability to conduct in-depth research, synthesize research results, and deliver a high quality, comprehensive final product</td>
<td>Lexis Advance, Westlaw, Bloomberg Law, Cheetah</td>
</tr>
<tr>
<td>Conducts a variety of legal, business and due diligence research to support lawyers, staff, and clients globally through an appropriate combination of traditional resources and current/emerging technologies</td>
<td>Working knowledge of integrated library systems as used by technical services and collection management units, including statistical and fund maintenance, proxy servers, reporting functions, and the structure and management of online catalogs</td>
<td>SharePoint Westlaw, Lexis, BNA, CCH, Hein, Hoovers, Monitor Suite, Accurint, TLOxp</td>
</tr>
<tr>
<td>Trains law students and others in the use of legal materials and databases through extensive classroom teaching, leading of tours, and one-on-one instruction</td>
<td>Experience creating and updating current awareness services in various electronic formats, including email, intranets, and blogs</td>
<td>Microsoft Office/Office 365 (Word, Excel, PowerPoint, SharePoint, Acrobat, Skype)</td>
</tr>
<tr>
<td>Prepares and promotes innovative technology services for library and law school use, assisting law faculty with using these tools to enhance the classroom learning or scholarly communications experience</td>
<td>High level of skill in written communications to effectively deliver and explain research findings to attorneys both verbally and through written summaries and analyses</td>
<td>Securities Mosaic, Intelligize, Bloomberg, CIQ, Preqin, Factset, Thomson Eikon, LexisAdvance, WestlawNext, etc.</td>
</tr>
</tbody>
</table>
### Sample Job Titles

- Medical Librarian
- Data Discovery Librarian
- Health Sciences Librarian
- Health Services and Nursing Librarian
- Librarian for Evidence Synthesis
- Health Information Specialist
- Online Research Librarian
- Pharmacy Librarian
- Metadata Librarian
- Processing Archivist
- Research Informationist
- Information Services Librarian
- Library Studio Manager

### Sample Job Duties

<table>
<thead>
<tr>
<th>Sample Job Duties</th>
<th>Sample Job Skills</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Creates online tutorials related to information tools and services to support distance education programs; supports library-wide reference and instruction</td>
<td>Knowledge and prior application of user experience, service design, and assessment principles and practices, including working with technical staff and supporting users</td>
<td>MODS, Dublin Core, DataCite, CSS, XML, XSL, XSLT, WCAG</td>
</tr>
<tr>
<td>Contributes to campus evidence synthesis/systematic review service, establishes policies and procedures, assesses impact</td>
<td>Demonstrated familiarity with digital library technologies, collection development, cataloging, reference services, and resource sharing</td>
<td>PubMed, CINAHL, Cochrane, and other healthcare databases</td>
</tr>
<tr>
<td>Develops, supports learning modules using multiple media formats and technologies to instruct community on resources using evidence-based practice principles in clinical/research setting, in person and virtually</td>
<td>Demonstrated knowledge of or experience providing scholarly communications services, including but not limited to research data management, trends and issues in scholarly publishing, open access, and open educational resources</td>
<td>Data modeling tools (ERStudio), data integration tools (SSIS), EDW database platform (IBM PureData System), BI tools (SSRS, Tableau, Business Objects), and transactional data (SQL Server, XML, flat files, import/exports file layouts, etc.)</td>
</tr>
<tr>
<td>Seeks out, develops opportunities to offer instruction and scholarship support with digital fabrication and multimedia services (3D printing, 3D modeling, video production, audio engineering, etc.), serves as library’s primary contact for copyright and related topics</td>
<td>Demonstrated experience in supporting new and emerging classroom and makerspace technologies (3D printers, VR/AR technology, data visualization, text and data mining, etc.)</td>
<td>Tableau or Microsoft Power BI or any visualization tool SAS or SQL coding Microsoft Office Suite (Word, PowerPoint, Outlook, Excel)</td>
</tr>
</tbody>
</table>
Recommendations for LIS Job Seekers 1

Getting started

▪ Start early to lay the foundation for your job search, ideally while you are still planning your courses.

▪ Take a holistic view of the job search process. Do not focus too narrowly on a specific skill set or career pathway.

▪ Stay alert to opportunities. An open attitude to your job search will be more productive.

▪ Apply your LIS skills to craft a personalized search strategy. Your expertise in the methods and tools used in online searching is a valuable asset.

▪ Be persistent and stay committed to your job search.
Recommendations for LIS JobSeekers 2

Be resourceful

- Explore the iSchool website for information on career development and resources such as the career blog, virtual job fairs, webcasts, podcasts and the SJSU Career Center.

- Watch for iSchool announcements regarding opportunities for internships, special studies projects, scholarships, invitations to volunteer, student assistantships, etc.

- Participate in extracurricular activities such as student leadership, which can magnify the value of your degree via learning opportunities beyond the courses you take.

- Attend free online events such as faculty presentations, webinars, panel discussions, and online programming hosted by student organizations. You will expand your knowledge of the information profession and create opportunities for connecting with the iSchool community and professionals in the field.
Recommendations for LIS Job Seekers 3

**Focus on skill building**

- Pay attention to the combination of skills, knowledge, and experience employers are looking for.

- Identify and develop skills that are in high demand across a variety of jobs.

- Many jobs today are cross-functional, which is all the more reason to diversify your skill set.

- Refresh your technology skills in order to keep up-to-date with current trends.

- Supplement the skills you develop from course work by seeking job-specific experience via virtual and/or in-person internships, volunteering, student leadership, or part-time work in a library setting, if possible.

- Commit to lifelong learning and continuous professional improvement.
Make the most of student leadership opportunities

- Join the leadership team of student groups, including student chapters affiliated with LIS professional associations. Or join the editorial board of student publications such as the *Student Research Journal* and *Archeota* (a publication of the Society of American Archivists Student Chapter).

- Build a network of personal and professional connections with fellow students, faculty and LIS professionals through your student group involvement.

- Prepare for future workplace responsibilities and demonstrate to employers that you are committed to professional development through student leadership activities.

- Use your responsibilities as a student leader to develop a wide range of skills including project management, marketing and outreach, public speaking, volunteer management, social media, programming, event planning, and more.
Showcase your qualifications

- Use the descriptions of skills and duties in this report as a guide for framing your qualifications in a way that will appeal to employers.

- Employers look for *demonstrated* skills and experience. It is not sufficient to know *about* something. Back up your claims by showing how you’ve put your skills into practice.

- Build your confidence by practicing your interview skills. Rehearse how you will make a strong case for yourself to a potential employer.

- Increase your visibility to attract employers’ attention. Create and update your profiles on LinkedIn, Glassdoor, Monster, and other job sites. Curate your personal social media accounts so you create an authentic, positive and professional impression.
Final Thoughts for LIS Job Seekers

Make adaptability and positive attitude core competencies

▪ Keep in mind that periods of social disruption and uncertainty can be daunting, but they can also be times for you to create new professional opportunities in response to newly emerging circumstances.

▪ LIS skills prepare you for a wide range of opportunities, so broaden your thinking to embrace multiple ways to deploy those skills. Pivots can be an adventure!

▪ Even though libraries’ new normal is yet to become clear, you can still invest in your job options through building professional relationships, volunteering, and enhancing your visibility. During this period, focus not on what you can’t do but rather on what you can – and then give it your all.

▪ In every situation, whether a job interview, an informational interview, a volunteer activity, or simply a meet-up with a colleague, be the individual who always brings the positive energy. Result: you’ll be the person everyone wants to work with.
Methodology Overview

- Data from 400 job postings, representing all 50 states and Washington, D.C., were collected over a 10-week period between January and April 2020.

- 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.

- The selection includes job listings requiring advanced degrees other than LIS when the qualifications overlapped significantly.

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

- In addition to academic, public, and school libraries, searches produced job listings from both the private and public sectors. Employers included hospitals, law firms, corporations, privately held companies, federal agencies, nonprofit organizations, cultural institutions, and state and local governments, among others.

- Given the wide assortment of employers across a number of sectors, job listings were 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.

- The period of data collection in this snapshot of LIS job listings coincided with the onset of the COVID-19 pandemic. As such, this analysis reflects a period of transition before the full effects of the public health crisis have been realized. At the time of publication, the long-term impact on the economy and workforce is unknown.
Data Elements

For each job listing, the following data elements 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/Preferred
- Technologies and Standards
LIS Job Sites Searched
General Job Sites Searched

Linkedin

glassdoor

Monster

Government Jobs

Idealist
This *2020 MLIS Skills at Work: A Snapshot of Job Postings* report was prepared and presented by the San José State University [School of Information](https://ischool.sjsu.edu).

For more information about careers based on library and information (LIS) skills, see the iSchool’s [Career Development](https://ischool.sjsu.edu) section as well as the Career [webcasts](https://ischool.sjsu.edu) and [podcasts](https://ischool.sjsu.edu).