Emerging Career Trends for Information Professionals: A Snapshot of Job Titles in Summer 2014
Introduction

This report provides an informal analysis regarding the latest career trends for information professionals. We hope it is useful for:

- Library and information practitioners who are considering how they might expand their career options.
- Current students in the field of library and information science who are preparing to enter the job market.
- Future students who may be exploring possible career options.
- Information center leaders who are creating tomorrow’s jobs and searching for candidates in the field.
Methodology

To prepare this report, we explored recent job postings for information professionals that appeared on general job listing websites, as well as websites aimed specifically at recruiting information professionals.

- Raw data: 450+ job listings* gathered in June and July, 2014
- Listings were indexed by job title and coded for types of skills required, responsibilities, and work site
  - Required skills and responsibilities fell into two categories: traditional or emerging (i.e., new within the last few years)
  - Work site: the type of information center posting the ad
- Listings were also coded holistically
  - More emerging skills and responsibilities = emerging job
- Data were analyzed for frequency, such as the most cited skills and responsibilities across categories**

*A list of sources visited can be found at the end of the report.
**Frequency analysis via Laurence Anthony’s concordance program, AntConc: antlab.sci.waseda.ac.jp/software.html
Overview of Findings

In this section of our report, we provide an overview of our informal findings, including:

- A snapshot of trends regarding job titles, applicant qualifications, and the skills employers seek.
- A recap of the types of information centers that posted the job openings and the locations of those organizations.
Most Common Words Across All Ads
Overview of Findings

- 70% of listings explicitly stated an MLS or MLIS degree as a requirement
- 12% of job titles suggested a combination of two or more job descriptions
  - For example, Head of Collections and Special Collections Curator, Reference and Instruction Librarian, or Assistant Professor of Instruction and Outreach Librarian.
- 65% of job listings required additional work experience.
Overview of Findings (cont.)

- 51% required significant technological skills or were tech-centered jobs (up from 32% in 2013)
  - Tech-centered: focusing on technological duties, such as networks, metadata, digital assets, website management, or database management
- 70% of listings emphasized the use of statistics or analysis (up from 21% in 2013)
- 57% required reference and research skills (up from 43% in 2013)
- 43% required management experience or skills (up from 32% in 2013)
- 24% required teaching or library instruction skills
- 22% were management level jobs
  - Titles such as administrator, dean, head, director, manager, or chief

<table>
<thead>
<tr>
<th>Top 10 Geographical Locations of Job Listings</th>
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</thead>
<tbody>
<tr>
<td>California</td>
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<tr>
<td>Colorado</td>
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<tr>
<td>Texas</td>
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<td>Florida</td>
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<td>New York</td>
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<td>Washington, DC</td>
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<tr>
<td>Massachusetts</td>
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<tr>
<td>Illinois</td>
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<tr>
<td>Pennsylvania</td>
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<tr>
<td>International, Indiana</td>
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<tr>
<td>Louisiana, Virginia</td>
</tr>
</tbody>
</table>
Types of Information Centers

- University or College: 41%
- Public: 25%
- Corporate: 14%
- Government: 5%
- Medical / Health: 4%
- Legal: 2%
- Foundation / policy research: 2%
- Non-profit: 1%
- K-12: 1%
- Museum / archive: 2%
- Corporate: 5%
Qualities Expected in a Candidate: Most Common Among All Listings

- Management skills and experience
- Communication skills: written and oral
- Research skills
- Experience with current technologies and digital resources
- A background in academia and familiarity with academic research
- Metadata, cataloguing and experience using a controlled vocabulary in taxonomic frameworks.
Qualities Expected in a Candidate: Most Common Among All Listings (continued)

- Customer service skills and experience
- Analysis of data or statistical information
- Interpersonal skills
- Experience and comfort working in a diverse or multicultural environment
- Ability to work independently
- Experience with assessment methods and procedures
Qualities Expected in a Candidate

Most Common Skills Across All Listings

- Experience with print resources
- Assessment
- Problem Solving
- Physical Requirements
- Administration
- Work Independently
- Diversity/Multicultural
- Interpersonal skills
- Analysis
- Customer Service
- Metadata/Cataloging/Controlled Vocabulary
- Academic (research, background)
- Experience with technology and digital resources
- Research
- Communication (written and oral)
- Management
Library and Information Science Jobs
Library and Information Science Jobs

In this section of our report, we recap the job duties for positions for information professionals. We then present sample job titles, responsibilities, and skills for 12 types of jobs, ranging from reference and research to newer roles such as data and website management.

By digging in a little deeper into the data in this section of our report, we hope to provide useful examples of the skills employers seek for these different types of jobs, the range of job titles they use for these positions, and the job duties applicants will be expected to perform if hired.
Most Common Duties Across All Job Listings

Common Duties Across All Listings

- Virtual Librarian: 4%
- Act as Liaison: 17%
- Metadata: 14%
- Youth and Children's Services: 18%
- Electronic Services and Resources: 24%
- Web and Social Media: 27%
- Data management: 35%
- Cataloging: 43%
- Instruction and Teaching (incl. K-12): 49%
- Management: 50%
- Circulation and Administration: 52%
- Reference: 58%
- Grants, Resources and Government: 60%
- Outreach and Programs: 65%
- Research: 74%
- Tech Services: 78%
- Collection and Resource Development: 88%
Common Features of Information Profession Jobs

• Experience and competence in collection and resource development in both digital and print formats.
• Proficiency to use and offer instruction in various information technology systems and tools.
• The ability to perform quality research and provide reference services.
• Community outreach programming.
• Instruction in the field of information literacy skills
• Liaising with library staff, patrons, or affiliated faculty.
• Competency with procedures in administration, management, circulation, and cataloging.
• Data and metadata management, website maintenance, social media skills, and proficiency with electronic resources.
Trends in 2014

Regardless of the job category or job title, the majority of job postings required some level of technical expertise.

Many job responsibilities focus on database or website management either as a primary descriptor or a secondary requirement. In addition, many jobs require familiarity with Integrated Library Systems (ILS). They also want employees to:

• Digitize library materials and expand digital collections
• Provide online presence and support to online patrons
• Track, analyze, and report data
• Provide technical and data services
• Implement and provide instruction regarding new and emerging technologies
More Trends for 2014

Most job postings focused on user centered services, and highlighted the need for communication and interpersonal skills. For example, job postings emphasized:

- The role of the librarian as both internal and external liaison
- Development of programs to promote library services, literacy, patronage, etc.
- Instruction to patrons, staff, and students
- Working with diverse populations
- Participation in committees and professional organizations
- Obtain external funding through grants/ fundraising
Other Findings

• Librarianship is becoming a fluid term that encapsulates a variety of services, from duties such as reference services, to managing an institution’s social media initiatives and marketing campaigns.

• Librarianship is becoming a hybridized profession in which a combination of organizational, administrative, interpersonal, and technological skills are required for a successful candidate in the modern job market.

• Librarians and other information professionals are expected to be proficient using new technology and lead initiatives to implement use of new technology at their institutions.
## Collections, Cataloging, Circulation

### Sample Titles:
- Director, Special Collections and University Archives
- Collection Management Librarian
- Collection Development Coordinator
- Cataloging Department Head
- Catalog Librarian/ Metadata Specialist
- Catalog Librarian
- Digital Collections Coordinator
- Head of Acquisitions
- Cataloging Librarian/Manager
- Library Specialist: Evening Circulation Supervisor
- Part-time Circulation Assistant
- Circulation Clerk/Teen Programming Assistant
- Circulation and Stacks Management Specialist

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Knowledge/Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collection acquisitions and catalog management</td>
<td>Collections maintenance experience</td>
</tr>
<tr>
<td>Budgetary oversight</td>
<td>Technological proficiency with computers/ software</td>
</tr>
<tr>
<td>Circulation supervision and analysis</td>
<td>Classification and taxonomies</td>
</tr>
<tr>
<td>Create and maintain metadata</td>
<td>Metadata standards (NLM, LC, MARC, RDA, ILS etc.)</td>
</tr>
<tr>
<td>Organize and present data to stakeholders</td>
<td>Ability to assess and analyze data</td>
</tr>
<tr>
<td>Review and update records</td>
<td>Organizational skills</td>
</tr>
<tr>
<td>Participate in library governance and professional growth</td>
<td>Communication skills</td>
</tr>
<tr>
<td>Library and information literacy skills instruction</td>
<td>Subject area specialty and expertise</td>
</tr>
<tr>
<td>Work collaboratively with staff and patrons/ students</td>
<td>Experience managing/ working in a team environment</td>
</tr>
</tbody>
</table>
Reference and Research

Sample Titles:

- Business Reference Librarian and Assistant Professor
- Librarian, Coordinator of Library Instruction and Reference
- Head of Reference and Outreach
- Head, Digital Research & Publishing
- Education Librarian in Reference & Instructional Services
- Library Assistant II- Research Assistance Desk
- Research Librarian
- Legal Research Librarian
- Associate Dean for Research and Learning Services, University Libraries
- Instruction/Reference Librarian
- Research Associate

<table>
<thead>
<tr>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Services for print &amp; online reference materials</td>
<td>Communication and interpersonal skills</td>
</tr>
<tr>
<td>Collection assessment, development, maintenance</td>
<td>Technological proficiency with computers/ software</td>
</tr>
<tr>
<td>Library and information literacy skills instruction</td>
<td>Experience with digital and print media</td>
</tr>
<tr>
<td>Teach/ co-teach library courses</td>
<td>Instructional experience</td>
</tr>
<tr>
<td>Reader's advisory services</td>
<td>Problem solving skills</td>
</tr>
<tr>
<td>Liaison outside of library</td>
<td>Awareness &amp; integration of new technologies</td>
</tr>
<tr>
<td>Perform research &amp; locate materials</td>
<td>Database/ information resource knowledge</td>
</tr>
<tr>
<td>Provides service through various media outlets</td>
<td>Detail oriented</td>
</tr>
<tr>
<td>Collaborate with colleagues</td>
<td>Customer service experience</td>
</tr>
</tbody>
</table>
Sample Titles:

- Reference and Instruction Librarian
- Instruction & Outreach Librarian
- Librarian, Coordinator of Library Instruction and Reference
- Assessment and Instruction Librarian
- Head of Reference and Outreach
- Research Services, Marketing & Outreach Librarian
- Library Associate – Outreach
- Youth Outreach Librarian
- Head of Children and Family Outreach Services
- Instruction/Reference Librarian
- Workforce Training Specialist/Librarian/Instruction
- Education Librarian in Reference & Instructional Services

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Develop and promote library programs</td>
<td>Ability to work collaboratively</td>
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<tr>
<td>Develop statistical reports</td>
<td>Provide leadership and management</td>
</tr>
<tr>
<td>Reference services</td>
<td>Database/ information resource knowledge</td>
</tr>
<tr>
<td>Act as liaison</td>
<td>Communication and interpersonal skills</td>
</tr>
<tr>
<td>Marketing</td>
<td>Graphic design software skills</td>
</tr>
<tr>
<td>Information literacy instruction</td>
<td>Instruction experience</td>
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<tr>
<td>Maintain social media/web presence</td>
<td>Proficiency with web and social media technologies</td>
</tr>
<tr>
<td>Write library research materials</td>
<td>Knowledge of professional principals</td>
</tr>
<tr>
<td>Collection development</td>
<td>Experience in diverse environments</td>
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</tbody>
</table>
## Management and Administration

### Sample Titles:

- Knowledge Manager
- Senior Community Library Manager
- Manager of Digital Experience
- Book and Serials Holdings Manager
- Librarian, Program Management and Community Engagement
- Library Manager
- Digital Management & Technology Specialist
- Archives Collection Administrator
- Integrated Library System (ILS) Administrator
- Archives Collection Administrator
- Records Administrator
- Collections & Technical Services Administrator
- Division Manager- Collection Development
- IT Operations Manager (Library)
- Branch Manager

### Responsibilities vs. Knowledge/Skills

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Knowledge/Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide leadership and oversight</td>
<td>Management experience</td>
</tr>
<tr>
<td>Develop polices and procedures</td>
<td>Understanding of best professional practices</td>
</tr>
<tr>
<td>Develop programs and services</td>
<td>Ability to work with diverse populations</td>
</tr>
<tr>
<td>Operational oversight</td>
<td>Problem solving skills</td>
</tr>
<tr>
<td>Manage knowledge and data</td>
<td>Technological proficiency with computers/ software</td>
</tr>
<tr>
<td>Collection development</td>
<td>Experience with cataloging systems like OCLC</td>
</tr>
<tr>
<td>Record keeping and systems documentation</td>
<td>staff training and documentation skills</td>
</tr>
<tr>
<td>Coordination and collaboration</td>
<td>Communication and interpersonal skills</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>Understanding of legal issues (copyright, employment, etc)</td>
</tr>
</tbody>
</table>
## Archives and Preservation

### Sample Titles:
- Assistant Digital Archivist
- Reference Archivist
- Digital Imaging Archivist
- Digital Access and Preservation Archivist
- Digital Archivist
- Archivist II - African American Community Archivist
- University Archivist
- Archives Program Specialist
- Head of Archives and Special Collections
- Digital Access and Preservation Archivist
- Assistant Archivist
- Curator of Manuscripts
- Library & Archives Paraprofessional 4
- Archival Records Management – Intern
- Supervisory Archivist

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Knowledge/Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preservation and curation of materials</td>
<td>Expertise in curation/preservation/archives</td>
</tr>
<tr>
<td>Digitize materials</td>
<td>Technological proficiency with computers/software</td>
</tr>
<tr>
<td>Develop archival collection</td>
<td>Secondary subject area expert</td>
</tr>
<tr>
<td>Catalog management</td>
<td>Experience with archival metadata standards</td>
</tr>
<tr>
<td>Interdepartmental collaboration</td>
<td>Communication and interpersonal skills</td>
</tr>
<tr>
<td>Budgetary reporting</td>
<td>Physical ability to lift 40+ lbs</td>
</tr>
<tr>
<td>Train and supervise staff</td>
<td>Management experience</td>
</tr>
<tr>
<td>Data management</td>
<td>Research and reference skills</td>
</tr>
<tr>
<td>Implement guidelines and policies</td>
<td>Attention to detail</td>
</tr>
</tbody>
</table>
# Youth and Children’s Services

## Sample Titles:
- Librarian I/Youth and Family Services
- Library Youth Services
- Youth Services Librarian
- Youth Services Manager
- Youth Outreach Librarian
- Head Youth Librarian
- Youth Services Assistant
- Library Consultant, Services to Children & Teens
- Library Associate II - Children's Services
- Children's Librarian
- Children's Assistant
- Librarian - Children's Services
- Children's Resource and Services Librarian
- Head of Children and Family Outreach Services

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Knowledge/Skills</th>
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</thead>
<tbody>
<tr>
<td>Development of youth programming</td>
<td>Subject area expertise (children/ youth literature)</td>
</tr>
<tr>
<td>Present programs to children and young adults</td>
<td>Communication and interpersonal skills</td>
</tr>
<tr>
<td>Collection development</td>
<td>Technological proficiency with computers/ software</td>
</tr>
<tr>
<td>Literacy instruction</td>
<td>Instruction experience</td>
</tr>
<tr>
<td>Inter-library coordination</td>
<td>Previous experience working with children</td>
</tr>
<tr>
<td>Reading advisory</td>
<td>Knowledge of trends</td>
</tr>
<tr>
<td>Reference services for children and teens</td>
<td>Customer service skills</td>
</tr>
<tr>
<td>Story time/ reading aloud</td>
<td>Public speaking ability</td>
</tr>
<tr>
<td>Manages statistics related to youth services</td>
<td>Statistical analysis skills</td>
</tr>
</tbody>
</table>
# Special Libraries

## Sample Titles:

### LAW
- Legal Research Librarian
- Librarian (Legal Reference/Online Research)
- Law Library Serials Technician
- References Services Law Librarian

### GOVERNMENT
- County Government Circulation Manager
- Literacy Office: Manager
- Archivist II - African American Community

### MUSIC/ ART
- Head, Arts Library and Music Library
- Dean of Library & Learning Resources
- Digital Media Librarian

### HEALTH/ SCIENCE
- Health and Life Sciences Informationist [sic]
- Liaison Librarian
- Library Technical Assistant
- Digital Science Librarian, Science & Engineering Libraries

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Knowledge/Skills</th>
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<tbody>
<tr>
<td>Research and reference services</td>
<td>Research and reference skills</td>
</tr>
<tr>
<td>Document services</td>
<td>Subject area specialty (medical, legal, etc.)</td>
</tr>
<tr>
<td>Knowledge management</td>
<td>Specialized database search skills</td>
</tr>
<tr>
<td>Digitization and online migration of materials</td>
<td>Knowledge of archival and preservation techniques</td>
</tr>
<tr>
<td>Collection development</td>
<td>Knowledge of cataloging systems (OCLC, WorldCat, Liberty, etc.)</td>
</tr>
<tr>
<td>Grant writing</td>
<td>Work independently</td>
</tr>
<tr>
<td>Committee membership</td>
<td>Organizational skills</td>
</tr>
<tr>
<td>Interdepartmental and public liaison</td>
<td>Best practices, current issues, trends in web services</td>
</tr>
<tr>
<td>Metadata creation</td>
<td>Understanding emerging technologies</td>
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</tbody>
</table>
Virtual and Digital Libraries

Sample Titles:

- Digital Scholarship Librarian
- Manager of Digital Experience
- Digital Project Librarian
- Digital Learning and Information Technology Librarian
- Head, Digital Research & Publishing
- Digital Management & Technology Specialist
- Digital Production Librarian
- Digital Resources and Initiatives Manager
- Information Literacy and Digital Learning Librarian /Assistant Professor
- Digital Asset Librarian
- Digital Initiatives Librarian
- Digital Records Archivist
- Digital Applications Librarian

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Knowledge/Skills</th>
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</thead>
<tbody>
<tr>
<td>Digital media cataloging</td>
<td>Technological proficiency with computers/ software</td>
</tr>
<tr>
<td>Website design and maintenance</td>
<td>Web programming skills (XML, HTML, CSS, etc.)</td>
</tr>
<tr>
<td>Conservation and preservation of materials</td>
<td>Attention to detail</td>
</tr>
<tr>
<td>Implement new technologies</td>
<td>Problem solving skills</td>
</tr>
<tr>
<td>Metadata creation</td>
<td>Knowledge of cataloging systems</td>
</tr>
<tr>
<td>Provide leadership</td>
<td>Communication and interpersonal skills</td>
</tr>
<tr>
<td>Develop online content</td>
<td>Content management systems (CMS) skills</td>
</tr>
<tr>
<td>Develop digital library policies</td>
<td>Subject area specialty</td>
</tr>
<tr>
<td>Social media management and outreach</td>
<td>Instructional experience</td>
</tr>
</tbody>
</table>
# Web and Social Media

**Sample Titles:**

- Assistant Librarian in Digital Learning and Web Services
- Library Media Technician III
- Library Technology Specialist
- Library Media Technician III
- Library Media Specialist
- Media Services Library Assistant
- Communications Electronic Media Manager
- Foster Communications Librarian
- Scholarly Communications Librarian
- Librarian I
- Adult Services Librarian

<table>
<thead>
<tr>
<th>Responsibilities</th>
<th>Knowledge/Skills</th>
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</thead>
<tbody>
<tr>
<td>Develop web/ digital content</td>
<td>Web technologies such as HTML, SQL, Drupal, PHP, etc.</td>
</tr>
<tr>
<td>Manage online presence</td>
<td>Mobile technologies</td>
</tr>
<tr>
<td>Digital marketing and outreach</td>
<td>Graphic design and tools such as Photoshop</td>
</tr>
<tr>
<td>Create digital resources and user guides</td>
<td>Communication and interpersonal skills</td>
</tr>
<tr>
<td>Evaluate technologies for storage and delivery of digital materials</td>
<td>Problem solving abilities</td>
</tr>
<tr>
<td>Metadata creation</td>
<td>Additional background in Computer Science/ IT</td>
</tr>
<tr>
<td>Digital literacy instruction</td>
<td>Instruction experience</td>
</tr>
<tr>
<td>Research and reference services</td>
<td>Ability to work with diverse population</td>
</tr>
<tr>
<td>Improves access to materials and U.I.</td>
<td>Ability to explain technical concepts</td>
</tr>
</tbody>
</table>
# Electronic Resources

## Sample Titles:
- Communications Electronic Media Manager
- Electronic Resources Librarian
- Learning Resources Center Manager
- Resource Librarian
- Resource Management Librarian
- Director of Library & Learning Resources
- Scholarly Resources Librarian (Sciences)
- Digital Resources and Initiatives Manager
- Library Assistant
- Planning and Data Services Coordinator
- Social Sciences Data Librarian

<table>
<thead>
<tr>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Reference and research services</td>
<td>Technological proficiency with computers/ software</td>
</tr>
<tr>
<td>Maintains online catalog</td>
<td>Knowledge of cataloging systems (OCLC, WorldCat, Liberty, etc.)</td>
</tr>
<tr>
<td>Information literacy instruction</td>
<td>Instructional experience</td>
</tr>
<tr>
<td>Digitization of library materials</td>
<td>Copyright and licensing law and policies</td>
</tr>
<tr>
<td>Improve access to library materials</td>
<td>Understanding of Integrated Library Systems</td>
</tr>
<tr>
<td>Direct data acquisition and management</td>
<td>Statistical analysis skills</td>
</tr>
<tr>
<td>Database subscription management</td>
<td>Subject area expertise</td>
</tr>
<tr>
<td>Records Management</td>
<td>Administrative experience</td>
</tr>
<tr>
<td>Act as liaison</td>
<td>Ability to work collaboratively</td>
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</tbody>
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K-12 Library

Sample Titles:

- Collection Services and Development Librarian
- Copy Cataloger
- Teacher Librarian
- Services Librarian
- Librarian
- Library Assistant
- Library Media Specialist
- Library Media Technician
- Library Technician
- Library Technology Specialist
- School Librarian
- Middle School Librarian
- High School Librarian
- Middle School Librarian & Technology Teacher
- Reader Advisor

<table>
<thead>
<tr>
<th>Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Collection management</td>
<td>Subject area expertise (teaching, child dev.)</td>
</tr>
<tr>
<td>Library instruction</td>
<td>Experience teaching in k-12 systems</td>
</tr>
<tr>
<td>Information literacy instruction</td>
<td>Ability to work with diverse populations</td>
</tr>
<tr>
<td>Create appropriate materials/ user guides</td>
<td>Problem solving skills</td>
</tr>
<tr>
<td>Liaison with teachers and faculty</td>
<td>Communication and interpersonal skills</td>
</tr>
<tr>
<td>Develop literacy and reading programs</td>
<td>Analyze and assess library programs</td>
</tr>
<tr>
<td>Obtaining external funding</td>
<td>Experience with grant writing</td>
</tr>
<tr>
<td>Implement new technologies</td>
<td>Work as a team member</td>
</tr>
<tr>
<td>Participate in committees</td>
<td>Physical demands</td>
</tr>
</tbody>
</table>
### Metadata and Systems

#### Sample Titles:
- Cataloging and Metadata Librarian
- Library Services Consultant – Metadata
- Metadata Strategist
- Head of Cataloging and Metadata Management
- Catalog Librarian/ Metadata Specialist
- Head of Metadata Services
- Metadata Librarian 1
- Technical Metadata Librarian
- Integrated Library System (ILS) Administrator
- Integrated Library System (ILS) Librarian
- Knowledge Manager
- Planning and Data Services Coordinator
- Library Data Analyst

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Manage metadata/cataloging systems</td>
<td>Classification and taxonomy</td>
</tr>
<tr>
<td>Work with library vendors</td>
<td>Project management experience</td>
</tr>
<tr>
<td>Implement service improvements</td>
<td>Knowledge of media formats/languages</td>
</tr>
<tr>
<td>Manage the Integrated Library System (ILS)</td>
<td>Scripting and database design</td>
</tr>
<tr>
<td>Budget management</td>
<td>Library ethics and intellectual freedom</td>
</tr>
<tr>
<td>Workflow management</td>
<td>Management experience</td>
</tr>
<tr>
<td>Provides ILS training for library staff</td>
<td>Metadata standards (NLM, LC, MARC, RDA, ILS etc.)</td>
</tr>
<tr>
<td>Participates in committees/conferences</td>
<td>Knowledge of cataloging systems (OCLC, WorldCat, Liberty, etc.)</td>
</tr>
<tr>
<td>Conduct meetings/presentations</td>
<td>Communication and interpersonal skills</td>
</tr>
</tbody>
</table>
Limitations of the Study

• Listings selected may not be a representative sample of all listings available during timeframe for data collection.

• Ads were retrieved based on keywords, so some job listings could have been overlooked or eliminated based on subjective vernacular.

• Listings posted in mid-summer may not reflect year-round hiring trends.

• Occasionally the categorizations of required skills or responsibilities within some job postings were not clearly defined or were inherently subjective.
Job Resources Visited

- http://careercenter.sla.org/jobs
- http://careers.aallnet.org/jobs
- http://careers.archivists.org/jobs/
- http://inalj.com/?p=1441
- http://joblist.ala.org/
- https://www.railslibraries.info/jobs/
- http://www.linkedin.com/
- http://mlanet.org/jobs/index.html
- http://www.libraryjobline.org/
- http://publicboard.libgig.com/
- http://www.ala.org/lita/professional/jobs/looking
- https://www.atla.com/Members/development/jobs/Pages/default.aspx
- http://www.usajobs.gov/
- http://www.idealist.org/me/searches
- http://www.indeed.com/
- http://www.jinfo.com/
- http://inalj.com/?p=1441
- http://www.monster.com/
Resources Visited (continued)

RSS Feeds:


- Twitter: [https://twitter.com/mlaplacement](https://twitter.com/mlaplacement)