

# MLIS SKILLS AT WORK

A Snapshot of Job Postings  
Spring 2023

**SJSU** | SCHOOL OF  
INFORMATION

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# INTRODUCTION

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

Data were collected between February and April 2023 through a survey of job duties and qualifications from recent job announcements for library and information science (LIS) professionals, sourced from both LIS-specific and general job search sites.

In our analysis, we identify trends that can help LIS professionals and students prepare to engage in the LIS market, as either job candidates or hiring decision-makers.

*This survey's data may reflect residual impacts of the COVID-19 crisis as employers continue to reassess workforce needs and operations.*

# AUDIENCE

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## Future Students

exploring LIS career paths

## Current Students

planning coursework to  
develop in-demand skills

## Practitioners

looking to expand  
career options

## Information Center Leaders

creating and recruiting for  
tomorrow's jobs

## Educators

preparing students for  
successful, resilient careers

# TRENDS OVERVIEW 1: AI/GPT JOBS

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Artificial intelligence (AI) systems and generative language applications are transforming jobs for LIS professionals, who are preparing for changes to information gathering, content generation, and data management, among others.

New job titles and responsibilities reflect the changing jobs outlook for LIS professionals: content/prompt designers, user experience (UX) developers, conversation instructors, data engineers. Some of these new jobs require **specific technical skills** (SQL, Python, Java, bash); others draw on the **communications, cataloging, information organization and retrieval and reference interview** skills traditionally in the LIS professional's toolkit. The reference interview in particular parallels the iterative nature of chatbot instruction, with specificity and precision of information-seeking core to both.

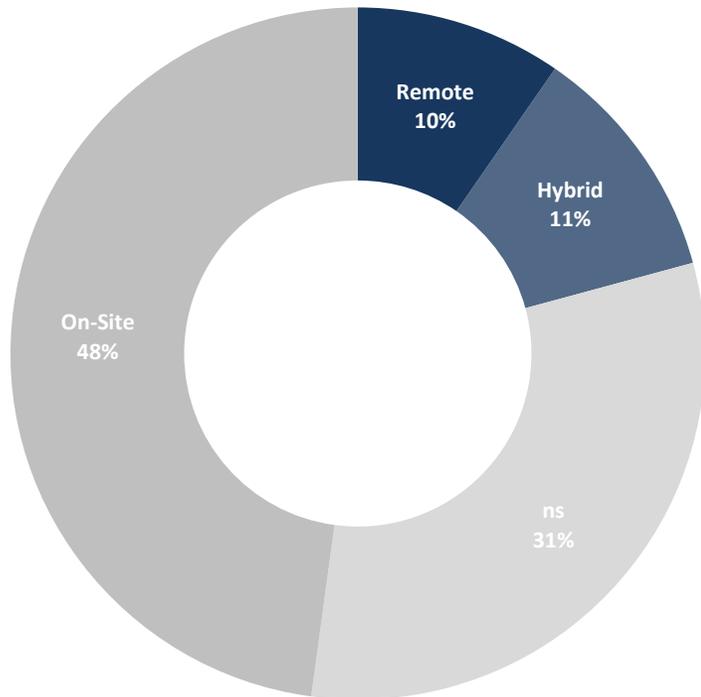
Equally important, LIS professionals can provide **leadership** in managing AI/GPT applications while also addressing concerns of information accuracy, equity, transparency, and access to these new technologies. Overall, the LIS profession is particularly well-suited to take on the challenges and opportunities that AI and GPT present.



# TRENDS OVERVIEW 2: NEW WORKPLACES

## Workplace Type

In 2022, only 5% of jobs posted offered remote work. This year, more employers recognize the need to offer options: **21% of jobs explicitly list the workplace as remote or hybrid.**



This year, **32% of all job posts mention the possibility of hybrid or remote work options.**

*“This newly-developed position has the option to be an on-campus, hybrid, or full-time remote-work position (with occasional required travel).”*  
[University library]

*“Remote, hybrid, or in-office – it all works for us.”* [Business]

*“We have transitioned to a hybrid model and will require in person attendance as needed.”* [Nonprofit]

**Action item:** Be prepared to demonstrate your self-management skills, adaptability, and remote technology competency.

# TRENDS OVERVIEW 3: DEI COMMITMENT

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Diversity, equity, and inclusion (DEI) statements occur in 65% of job announcements, with DEI called out as a specific required/preferred skill in 34% of job posts.

To advance DEI goals, employers seek candidates whose strengths include adaptability, sensitivity, and a commitment to advancing equity, inclusion, anti-racism, and structural change. Some job posts request a written statement or answer to diversity questions, while others expect the candidate to be prepared to discuss diversity, equity, and inclusion in the interview.

*Action item:* Think intentionally about how your work and your workplace practices have contributed to – and will contribute to – creating more inclusive and equitable solutions to this continuing challenge.

# TRENDS OVERVIEW 4: GO AHEAD, APPLY!

Employers acknowledge that long lists of qualifications can be intimidating to potential – and potentially excellent – applicants. Some employers include statements in their job announcements that encourage individuals to apply even if they don't feel they satisfy every qualification listed.

*“Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are **highly encouraged** to apply for this role.”*

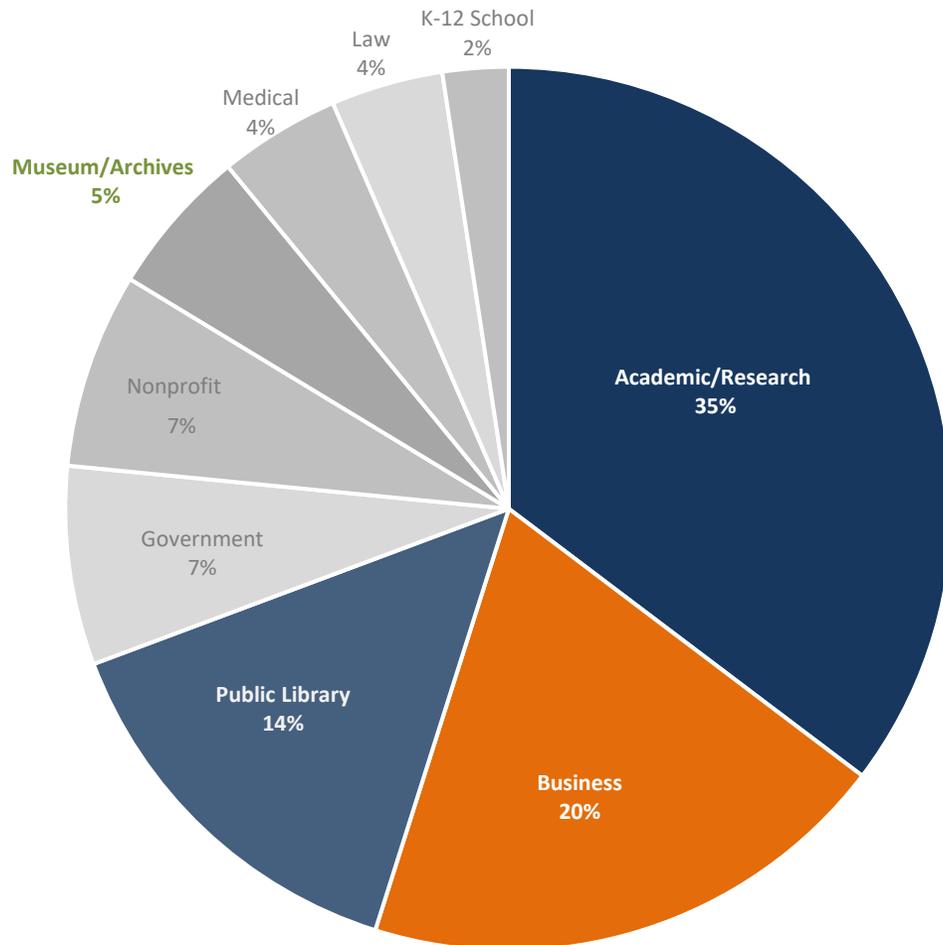
# DATA ANALYSIS AND PRESENTATION

Slides 10-19 present the following key data points



# TYPES OF EMPLOYING ORGANIZATIONS

LIS jobs are in demand across many organization types



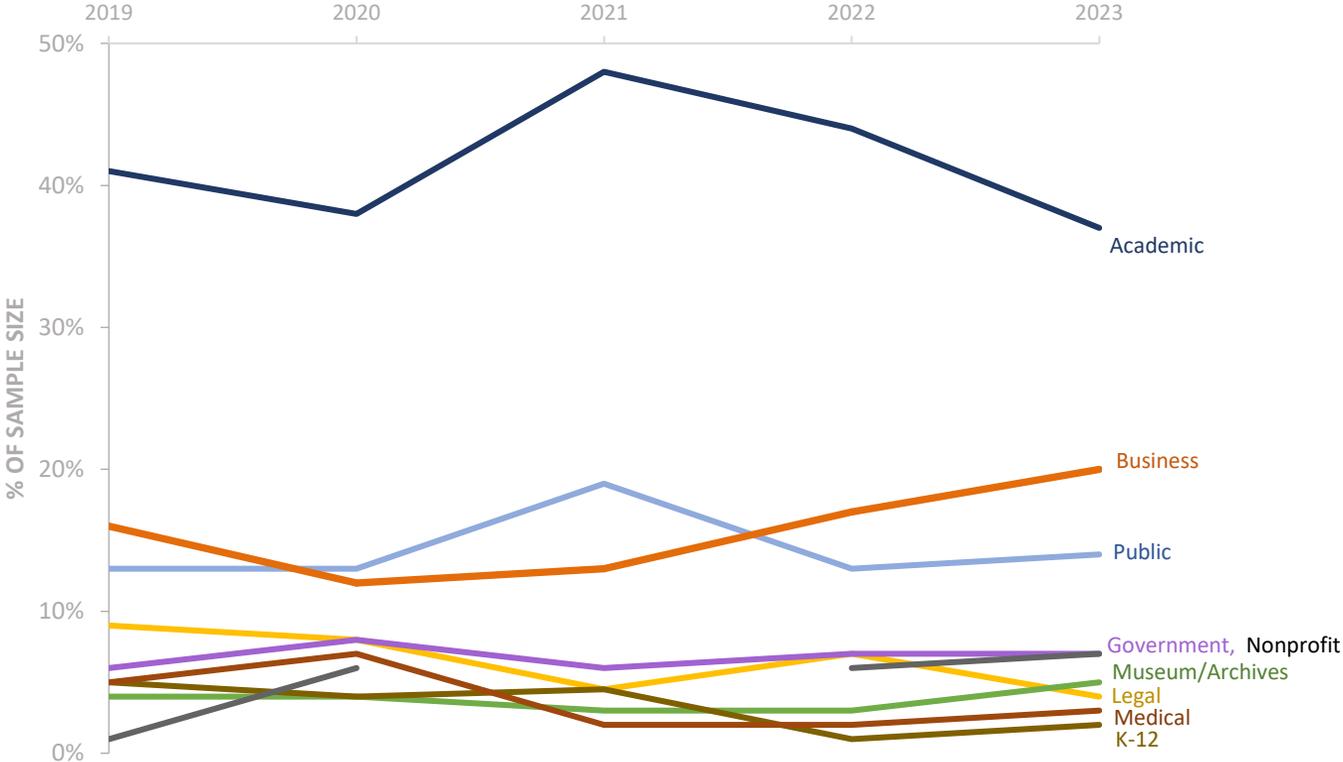
Of jobs calling for LIS skills, 69% are in three major areas: **Academic/Research institutions**, **Business and Corporate settings**, and **Public Libraries**

Since 2022, demand for LIS skills **has increased by 3% in business and corporate jobs** and **increased by 2% in museum and archives jobs**.

*Note: Law and Medical jobs at Academic/Research institutions are classified under “Law” and “Medical.”*

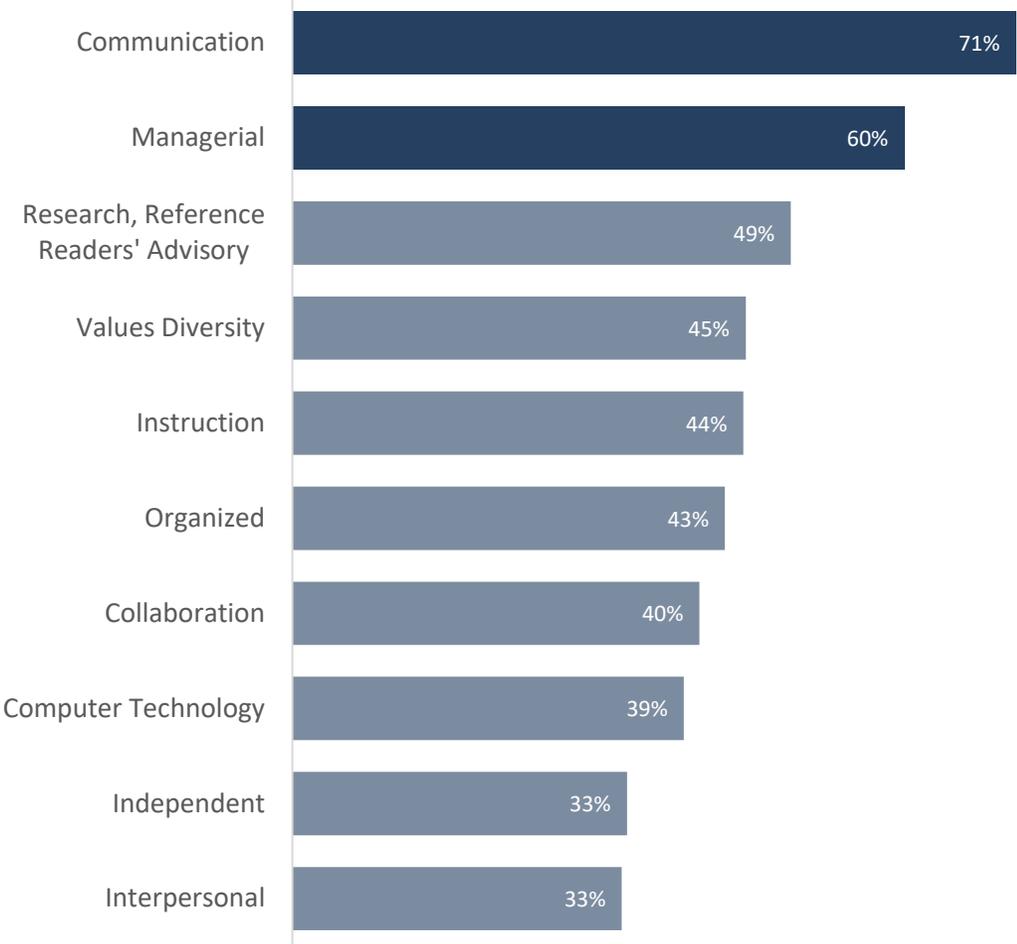
# EMPLOYMENT TREND BY ORGANIZATION TYPE

Nontraditional organizations are looking for LIS skills



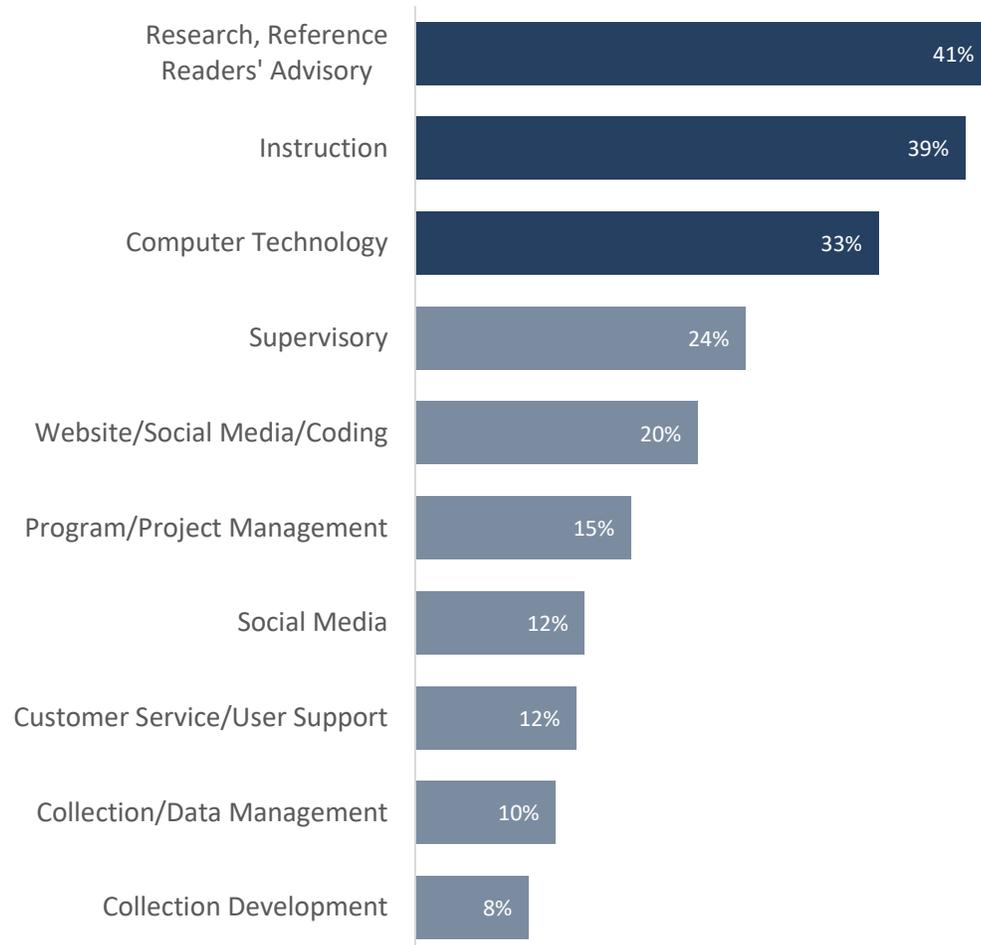
Since 2021, jobs in academic settings have declined year over year, but **the need for LIS skills in businesses has increased steadily.**

# GENERAL SKILLS MOST IN DEMAND



**Communication** is the skill employers most often include in job postings, while the **ability to manage – projects, people, and programs** – is also a frequently called-for skill.

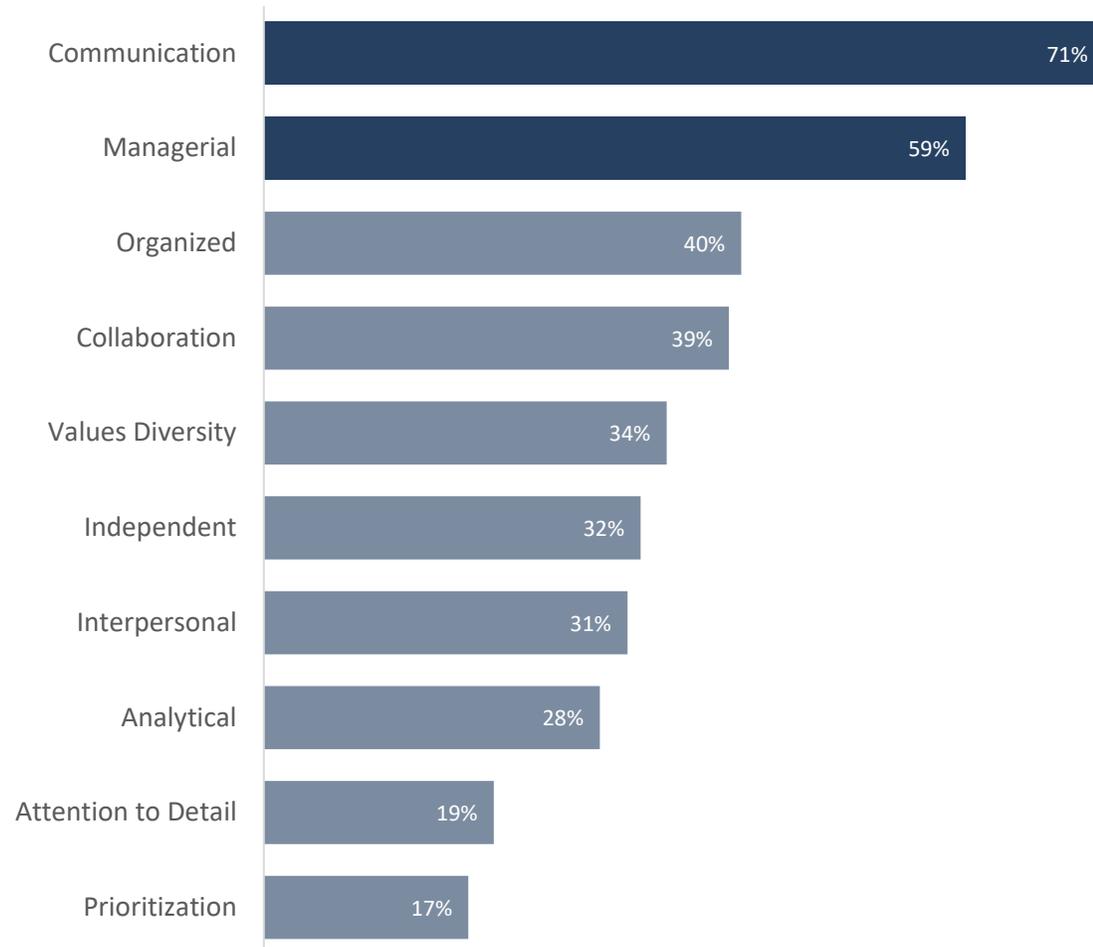
# LIS SKILLS MOST IN DEMAND



**Research and reference skills** are most often mentioned in job posts, with **instruction** and **computer abilities** also called for by employers.

*Action item:* Consider these LIS skills among your basic competencies and seek out opportunities to develop them further in your current courses or workplace.

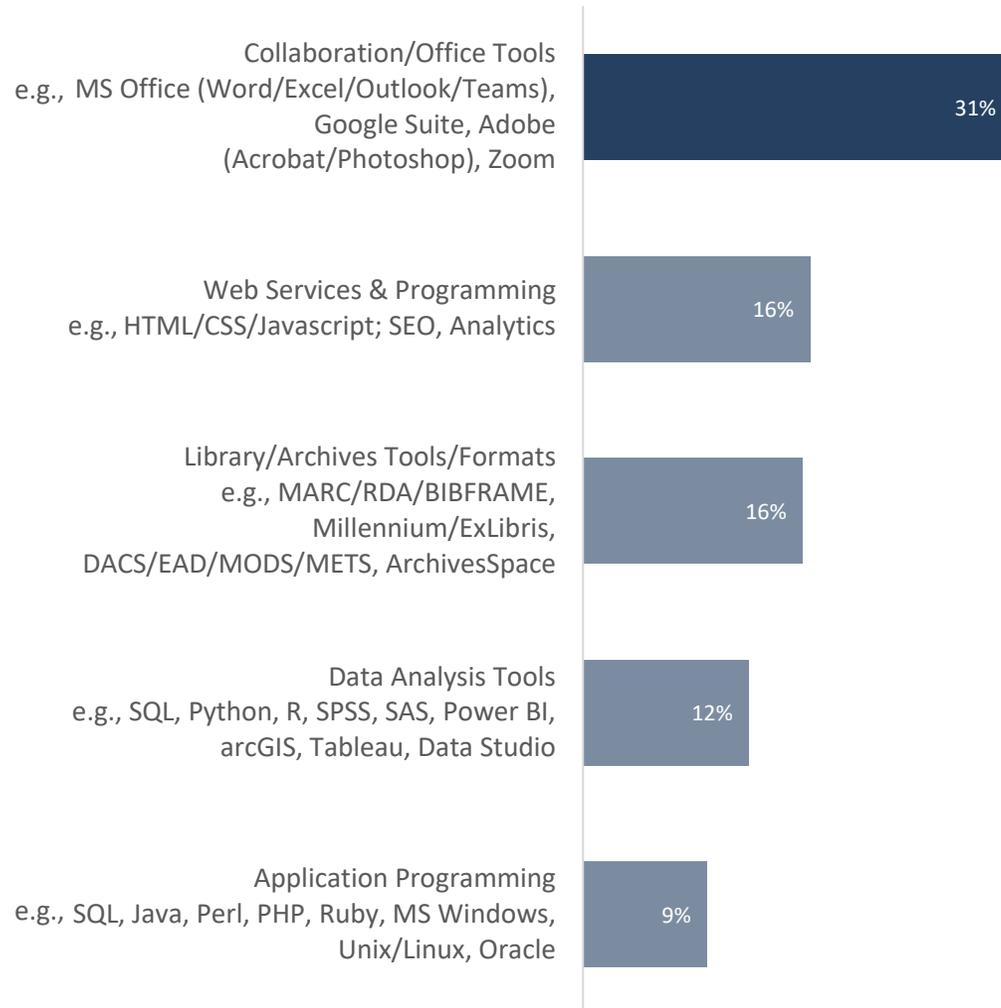
# SOFT SKILLS MOST IN DEMAND



**Strong communication** and **managerial skills** are most frequently sought by employers.

*Action item:* Seek out opportunities to demonstrate your skills in presentations and group projects.

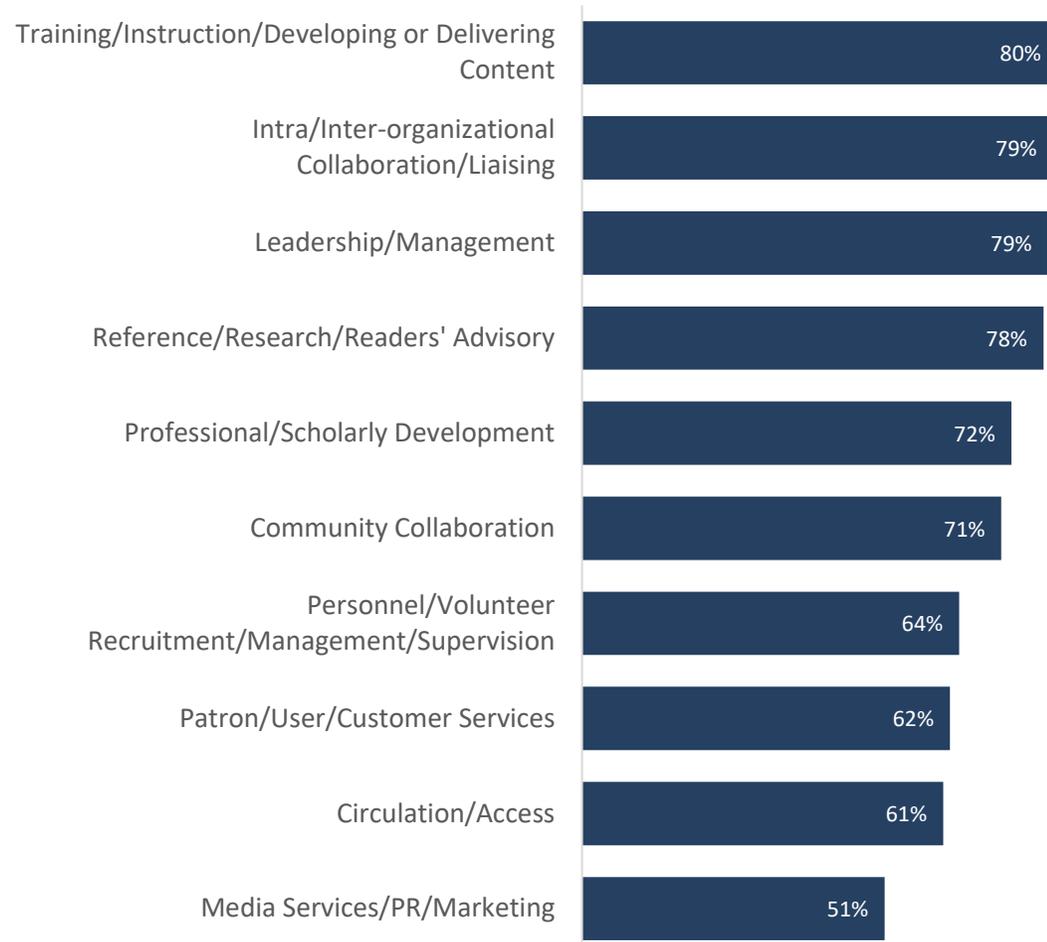
# TECHNOLOGY SKILLS MOST IN DEMAND



LIS professionals need a full toolbox of skills in a variety of technologies to meet the challenges of today's workplace.

Technology skills are in demand in both traditional library and archives roles and in nontraditional jobs, such as data science, management, analysis and marketing.

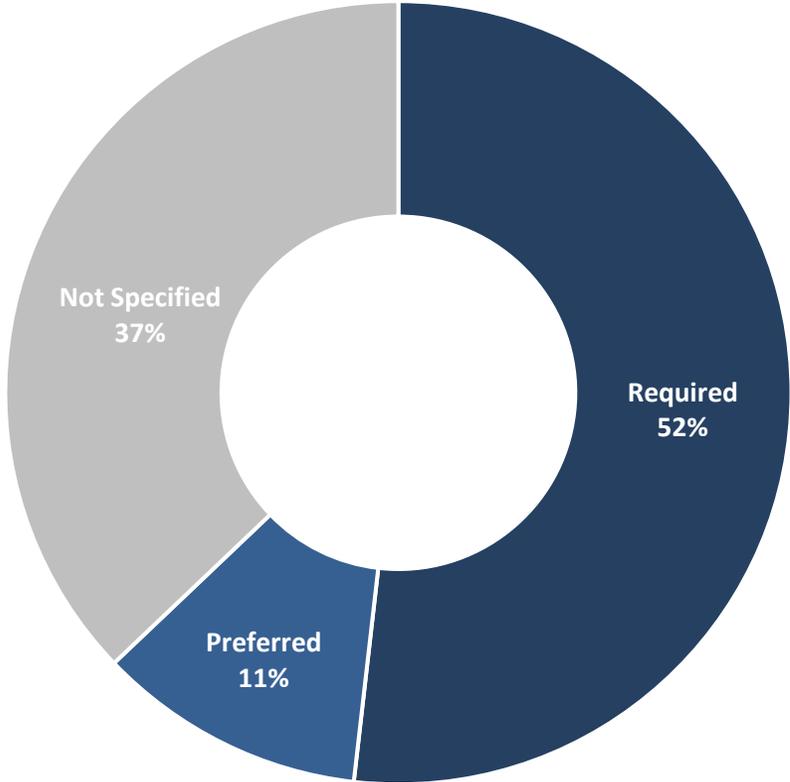
# JOB DUTIES LISTED MOST FREQUENTLY



Employers expect LIS professionals to perform a variety of assignments. Key to all these responsibilities is the ability to communicate clearly and collaborate effectively.

# MLIS REQUIRED OR PREFERRED

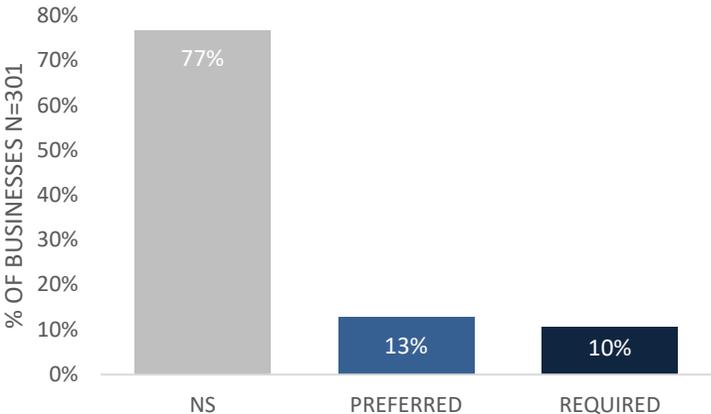
The MLIS degree is key in 63% of job posts



The MLIS degree is called for explicitly in academic, research, law, government, cultural and nonprofit job announcements, but LIS professionals still need to demonstrate their “return on investment” (ROI) value to business employers.

LIS professionals have the skills needed for many media/marketing, UX/UI, business intelligence/competitive intelligence, data analytics, and AI/GPT design positions, along with the key communication and IT skills needed for managerial and leadership roles in corporate settings.

**23%** of business job posts ask for the **MLIS degree**



# JOB-SPECIFIC EXPERIENCE REQUIREMENTS

Experience is required or preferred in 88% of job announcements.

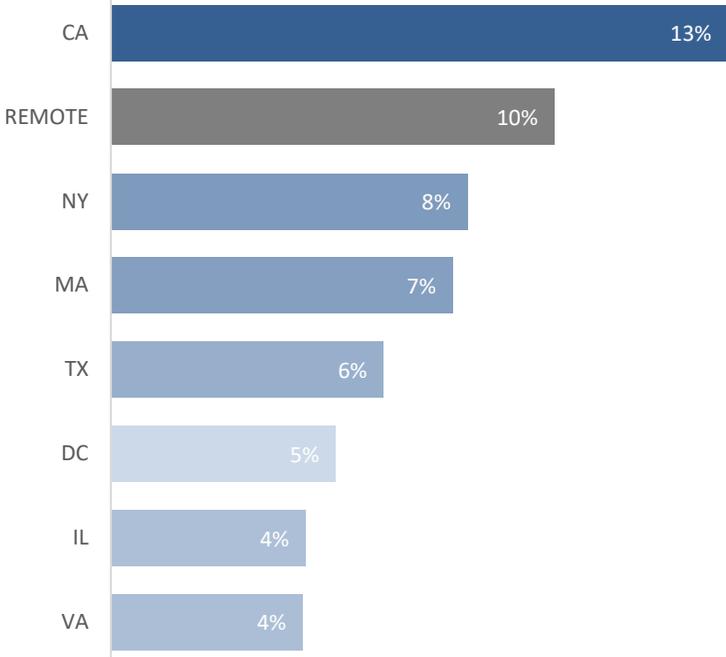
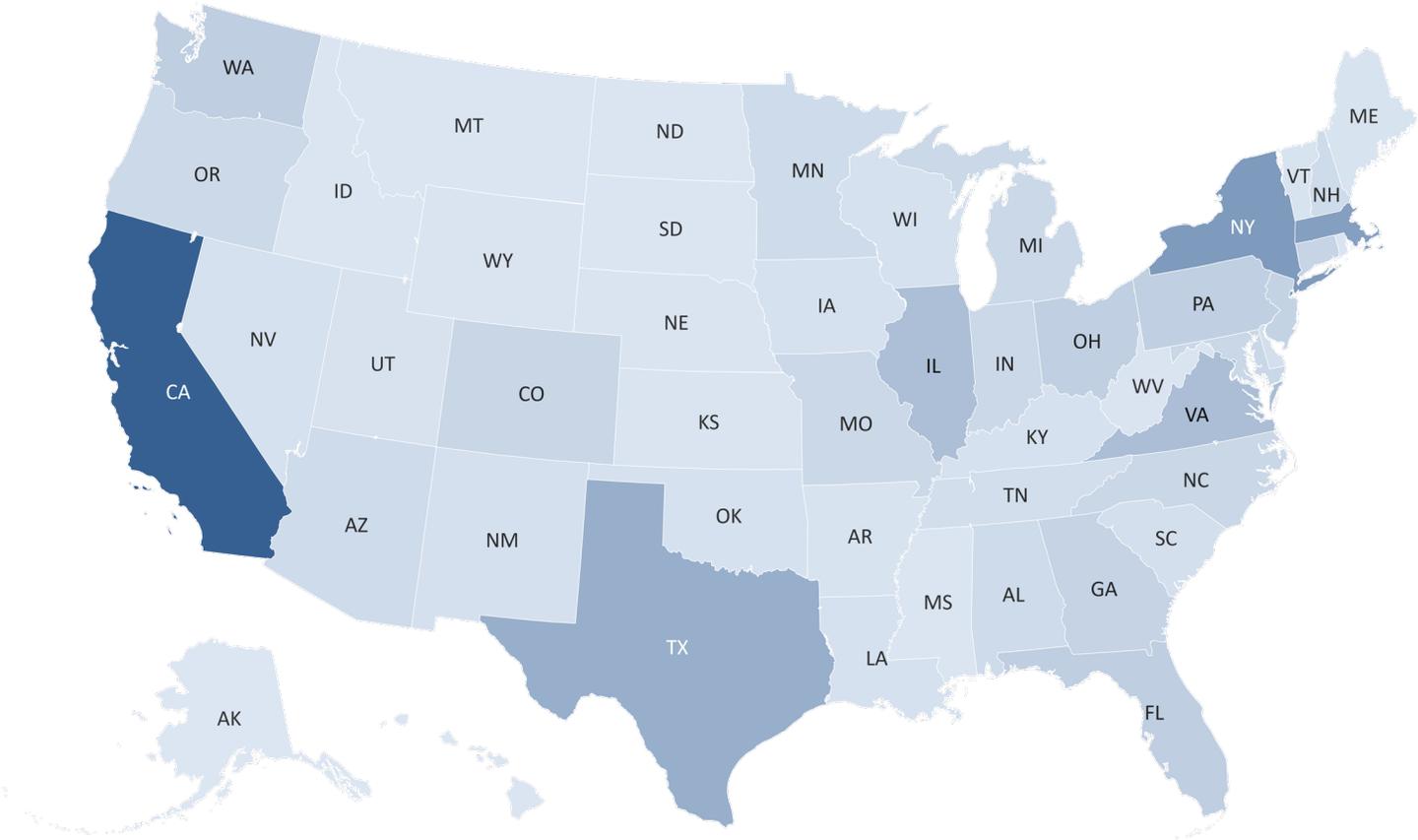
Among business employers, 11% require a portfolio of work, code samples, or other demonstrations of competency.

Experience working on teams or collaborating on projects is highly valued in many workplaces.

*Key take-away:* Taking on an internship, volunteer work, or a side-gig while pursuing your iSchool degree will give you the practical experience employers are looking for. And show your work! Blogs, social media posts, code-sharing sites, and tutorial videos can showcase your expertise.

	2022	2023	% Change
Experience Required	86%	78%	- 8%
Experience Preferred	10%	10%	0 %
Experience Not Required	4%	12%	+8%

# GEOGRAPHIC DISTRIBUTION OF JOBS



34% of government sector jobs are in the DC-MD-VA area  
30% of business sector jobs are remote

# REPRESENTATIVE JOB TITLES, DUTIES, SKILLS, SPECIALIZED KNOWLEDGE

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Based on an analysis of 400 job postings from the collected data, the following slides present specific job titles, duties, and skills specified in those job announcements. They are categorized first by type of work activity or role and second by type of employing organization or environment.

Slides 22-33 present a detailed overview of library and information science (LIS)-related jobs based on the type of work activity or role performed. Slides 34-43 present the data based on the type of employer or employing organization.

# REPRESENTATIVE JOB TITLES

Library and Information Science (LIS)-related opportunities are found in many job posts that don't include the word "library" or "librarian." The following job titles reflect the diverse ways LIS knowledge is described.

AI Prompt Engineer  
Archivist  
Audio Visual Digitization Specialist  
Business Intelligence Analyst  
Business Intelligence Data Manager  
Cataloger - Rare Books and Manuscripts  
Coding/AI Instructor  
Communications Specialist  
Congregation Archivist  
Content Architect/Taxonomist  
Content Designer  
Content Manager

Content Operations Specialist  
Curator of Maps and Graphics  
Data Analyst  
Data Architect  
Data Taxonomist  
Data Validation Specialist  
Digital Asset Specialist  
Digital Design and Visualization Lead  
Digital Marketing Specialist  
Front-end Engineer  
GIS Data Manager  
Head of Automation, Indexing, and Metadata  
Information Management Specialist  
Lead Collections Manager  
Lead Experience Designer  
Lead Metadata Strategist  
Marketing and Communications Manager  
Metadata and Data Quality Lead  
Permissions Specialist  
Program Analyst - Data Science  
Project Processing Archivist

Proposal Content Developer and Writer  
Records Manager  
Records Retention Analyst  
Registrar - Collections and Exhibitions  
Research Assistant  
Research Support Specialist  
Research and Impact Analyst  
Resource Manager  
Senior Digital Archivist  
Social Media Specialist  
Taxonomist - Knowledge Management  
UI/UX Designer  
UX Researcher  
UX Writer  
Usability Researcher  
User Experience Designer  
VUI (Voice User Interface) Designer  
Visual Media Coordinator  
Web Content Writer  
Web Developer  
Website Manager

# JOB DATA BY WORK ACTIVITY OR ROLE

Sample job titles, duties, skills, and technologies

	Slide
Archives and Preservation	23
Cataloging and Metadata	24
Collection, Acquisition and Circulation	25
Data Management and Analysis	26
Digital Initiatives, Integration and Management	27
Information Management	28
Information Systems and Technology	29
Leadership, Management and Administration	30
Outreach, Programming and Instruction	31
Reference and Research	32
Web Services, User Experience and Social Media	33

# ARCHIVES AND PRESERVATION

## Sample Job Titles

Archives Technician  
 Archivist  
 Congressional Papers Archivist  
 Digital Archivist  
 Digital Collections Librarian  
 Document Services and Archives Coordinator  
 Exhibits and Engagement Archivist  
 Head of Archival Processing  
 Head of Special Collections/  
 University Archivist  
 Library Assistant  
 Media Preservation Assistant  
 Metadata Archivist  
 Processing Archivist and Records Manager  
 Public Humanities Archivist  
 Visual Media Coordinator  
 Web and Social Media Archivist

## Sample Job Duties

Provide routine collections care duties including rehousing and arranging photographic materials; Identify conservation concerns and perform basic preservation practices. Create and enhance finding aids and bibliographic records based on current standards, best practices, research, and evaluation. Maintain knowledge in standards, systems and specialized subjects. Assist in development, refinement, and documentation of processes and procedures. Maintain processing metrics and project documentation.

Develop, manage curation and preservation workflows and tools for digital collections. Lead, research, conduct archiving efforts for websites, social media, and other web-based content. Conduct routine digital preservation activities. Train employees, students on digital preservation, digital curation, and web archiving workflows, practices. Curate primary source datasets in line with collecting policies. Explore partnerships with researchers to build primary source datasets. Collaborate with Digital Scholarship and Data to assist researchers in data analysis.

Develops a documentation strategy and initial scope for a new web and social media digital archive. Coordinates subject specialists to define collecting areas and identify potential collecting opportunities. Identifies and applies digital archiving tools and technologies to capture, manage and preserve web-based collections. Collaborates with staff to establish methodologies, policies and workflows for the collection, management, preservation of and access to web and social media content.

## Sample Job Skills

Demonstrated subject knowledge. Strong writing and communication skills. Ability to work effectively and collaboratively in both independent and team-based environments.

Knowledge of national archival theory, standards, and practices as well as foundational digital curation and/or digital preservation management principles and best practices. Ability to learn and apply new skills and tools; evidence of ongoing, self-directed learning. Excellent communication and interpersonal skills, both oral and written. Commitment to equity, diversity, and inclusion. Initiative, flexibility, and creativity to manage projects both independently and as part of a team in a dynamic work environment.

Knowledge of current web archiving, digital preservation, and electronic records management technologies and best practices for the collection and preservation of web and social media content. Experience managing, preserving, and providing access to digital and born-digital collections in accordance with archival standards, methodologies, and best practices in a museum, library, archive, cultural institution, or community archives context.

## Sample Technologies

DACS, EAD, MARC, and RDA standards, ArchivesSpace or other collection management systems, Wikidata, Library of Congress Name Authority File (LCNAF), Union List of Artist Names (ULAN)

BitCurator, Archive-It, ArchivesSpace

Web archiving technologies, web and social media

# CATALOGING AND METADATA

## Sample Job Titles

Authority and Bibliographic Control Librarian  
 Cataloger/Technical Services Librarian  
 Cataloging and Systems Librarian  
 Cataloging Assistant  
 Content Tagger/Metadata Specialist  
 Data Engineer (Metadata and Data Lineage)  
 Director, Metadata and Knowledge Systems  
 Electronic Resources Metadata Analyst  
 Head of Music and Media Metadata  
 Librarian Cataloger  
 Library Assistant (Digital Curation and Metadata Assistant)  
 Metadata and Cataloging Management Librarian  
 Metadata and Digital Resources Librarian  
 Metadata Librarian  
 Rare Books and Manuscripts Cataloger  
 Senior Operations Cataloger

## Sample Job Duties

Performs cataloging and classification tasks for print and non-print formats. Creates name authority records according to best practices. Proposes LC Subject Headings using Subject Heading Manual guidelines. Uses ILS querying tools to generate data and reports. Contributes to Subject Access Enhancement initiative to further the university's commitment to diversity and inclusion. Leverages online translation tools and innovative search strategies to copy catalog foreign language material. Leads remediation projects, other special projects.

Performs original and complex descriptive and subject cataloging, classification, and authority work for rare books, manuscripts; requires special language, subject, and technical knowledge. Establishes new personal and corporate names and uniform titles, with cross references, for inclusion in the name authority file. Revises existing authority records. Assists in retrospective conversion projects, including digitization projects, by facilitating an accurate conversion of data into appropriate machine-readable forms.

Performs original, complex cataloging and copy cataloging for all formats of library materials. Assigns call numbers or title/issue identifiers to materials using the Dewey Decimal Classification System or another locally instituted identification system. Inputs or edits bibliographic records in the local database and OCLC according to accepted state standards. Maintains digital content and metadata using internal and external platforms. Interprets and applies knowledge of library standards and vocabularies.

## Sample Job Skills

Knowledge of content and encoding standards. Experience working with bibliographic data in an Integrated Library System or online database. Ability to collaborate with diverse colleagues in a team environment. Knowledge of library classification and subject heading policies and tools. Knowledge of name authority workflows. Ability to apply technology skills or software tools to library records. Ability to communicate in writing to both technical and non-technical audiences.

Familiarity with standard rare book and manuscript reference sources and databases, current conservation principles and practices. Ability to plan and prioritize job responsibilities and tasks. Demonstrates initiative and appropriate independent decision-making skills. Excellent oral and written communication skills. Recent experience maintaining name, subject, and uniform title authority control MARC records. Reading knowledge of Latin and fluency in at least one language other than English.

Professional experience in original cataloging required, special collections, archives, digital archives preferred. Thorough knowledge of current library systems, techniques, and procedures, library standards and vocabularies. Ability to complete complex original and copy cataloging for all formats of library materials. Knowledge of current print sources, automated databases, internet resources.

## Sample Technologies

MARC, RDA, LC Classification, LCSH, LS Subject Heading Manual, Classification Web, PCC NACO, MarcEdit, OCLC Connexion

MARC21, XML, DCRM suite, FRBR, AACR2, RDA, LC classification, LCSH, LC Rule Interpretations, OCLC bibliographic standards

RDA, AACR2, LCSH, Dublin Core, DACS

# COLLECTION, ACQUISITION, CIRCULATION

## Sample Job Titles

Access and Student Services Law Librarian  
 Acquisitions/Metadata Technical Assistant  
 Collection Assessment and  
 Development Librarian  
 Collection Coordinator  
 Collection Management and Circulation  
 Services Librarian  
 Librarian for Transformation  
 Library Assistant, Access and  
 Resource Services  
 Library Collection and Technical  
 Services Manager  
 Library Services Assistant Manager  
 Senior Librarian - Collections and  
 Technical Services  
 Serials Acquisitions and  
 Management Assistant  
 Serials and Acquisitions Librarian

## Sample Job Duties

Purchasing, licensing, and renewing library resources; circulation and delivery of library information; answering information requests; managing electronic access and resolving technical issues; promoting library services; and leading efforts to organize library documentation. Locating and providing articles or books to staff, facilitating communication between libraries and commercial vendors, and developing research guides.

Develops and recommends strategies to manage the print and electronic collections and address needs and priorities. Collects and analyzes usage statistics for annual reporting and collection management decisions. Monitors trends and best practices related to scholarly publishing, electronic resource access, discoverability, data harvesting, and usage analysis. Leads development and implementation of local workflows and documentation related to the gathering and analysis of library collection data.

Oversee exhibition and storage of collection artworks. Prepare, maintain paperwork; prepare annual reports as needed. Coordinate loans and new acquisitions. Maintain exhibition calendar. Maintain paper and digital object and art donor records. Maintain the collection database, online collection portal, and periodic software upgrades. Monitor gallery and storage conditions. Photograph works and maintain photography files.

## Sample Job Skills

Experience using ILS for e-resources, acquisitions, or serials management. Knowledge of electronic resource licensing. Experience providing customer support, collecting and analyzing data, managing competing projects, creating documentation. Preferred: Experience managing administration of library databases. Familiarity with copyright and related issues as they support the creation and dissemination of scholarship, such as author's rights, open access, archiving rights, institutional repositories, scholarly publishing.

Understanding of academic library collection analysis. Experience using assessment and evaluation methodologies and tools. Excellent interpersonal, organizational, problem-solving, and time-management skills. Excellent communication skills, especially when presenting data. Experience using data visualization tools and techniques to communicate results. Demonstrated commitment to diversity, equity, and inclusion.

Knowledge of museum policies, practices, and procedures, object handling, insurance, legal and ethical issues; collections management and digital asset management systems. Highly organized, with project management skills. Ability to foster a cooperative work environment with strong interpersonal and communication skill. Creative problem solving with the ability to work accurately under pressure in a fast-paced environment.

## Sample Technologies

Pivot Tables in Microsoft Excel, LibGuides, SharePoint, library databases and Serials Solutions

Excel or statistical analysis software, SQL, data tools such as OpenRefine, Tableau, Trifacta, library collection tools such as Unsub and Celus, COUNTER and SUSHI harvesting protocol

PastPerfect

# DATA MANAGEMENT AND ANALYSIS

## Sample Job Titles

Assessment and Analytics Manager  
Business Intelligence Analyst  
Competitive Intelligence Analyst  
Customer Experience Lead (CX Analyst)  
Data Analyst  
Data Librarian  
Data Manager  
Data Validation Specialist  
Data Visualization Developer  
Data and Impact Manager  
Digital Senior Specialist - Taxonomy  
Expert Data Governance Lead  
GIS and Geospatial Librarian  
Graphic/Data Visualization Designer  
Product Data Taxonomist  
Senior Data Architect  
Taxonomist

## Sample Job Duties

Collaborate to design and deliver data services training to sciences and engineering community and library community. Outreach and support researchers on topics of intellectual property, copyright, data management and dissemination, and scholarly communication. Participate in research data management and data curation. Support researchers, students, and librarians working to extract and transform biodiversity data from digitized collections and digital libraries.

Support research and analysis. Extract usable data from data sources; process, clean, and validate data integrity; analyze large amounts of information to find patterns and solutions. Develop compelling visualizations. Identify, access, and organize data from a range of other sources, including internal and public datasets and data accessed via web scraping. Leverage data to create visualizations. Develop and present findings through briefing calls, webinars, workshops and conferences.

Metadata creation, description, and transformation for tabular research data, cartographic/geospatial data, and data sets. Remediate/enrich legacy metadata with a variety of data science methods such as scripting languages, statistical tools, and machine learning techniques. Collaborate to provide alternatives for inclusive metadata re inclusion, diversity, belonging, equity, and accessibility (IDBEA). Participate in work on metadata policy, documentation, and workflows.

## Sample Job Skills

Experience with the research data lifecycle, data curation. Project management. Experience with technologies and standards of institutional repository systems and metadata. Commitment to equity, diversity, inclusion, belonging and antiracism. Ability to develop scripts and tools using common programming languages. Familiarity with open-source projects and methodologies of informatics initiatives.

Data science work or internship experience desirable. Experience accessing and working with diverse datasets. Knowledge of web scraping techniques. Data engineering skills for storage and organization of datasets. Ability to think critically about data quality to ensure robustness. Attention to detail. Ability to create a range of visualizations. Communication skills.

Background in or experience with geospatial information systems, geospatial software, vector and raster spatial formats, and cartographic/geo-databases. Experience with data science software and tools for analyzing research data (e.g., tabular data, or textual/corpus data). Proficiency in data transformation and programming language. Able to communicate technical concepts to non-technical stakeholders. Original or copy cataloging.

## Sample Technologies

Common programming languages, especially Python. Linux OS and relational (e. g. My SQL) and/or No SQL databases, FAIR data principles, Dataverse

Python, Excel, R, SQL, Scala; BI databases (e.g., Refinitiv Eikon, Bloomberg Terminal, BNEF, Rystad UCube, and Proxy Insight)

Geospatial software (Esri's ArcGIS Pro: Catalog, QGIS), 3D spatial data software (ERDAS Imagine, R Shiny, Python streamlit, Carto, Tableau, BIM, AutoCAD), MARC, BIBFRAME, Dublin Core descriptive standards

# DIGITAL INITIATIVES, INTEGRATION, MANAGEMENT

Sample Job Titles	Sample Job Duties	Sample Job Skills	Sample Technologies
Asset Coordinator	<p>Manage digital marketing team in media campaigns. Develop digital marketing strategies and tactical approach. Manage rigorous cross-tactic test-and-learn program; planning, budgets, documentation, optimization, and reporting for digital and enterprise campaign; offer strategies. Assist with allocation of digital funds through business case process, media briefs, pacing, tagging, martech, Ad Ops, and data collection and analysis. Partner with other teams on digital strategies and initiatives.</p> <p>Promote, maintain the digital services and projects and the relationships that make these possible. Oversee operations of the digital initiatives laboratory and maintain, monitor the functionality of many online representations, including the website, digital collections, open educational resources, and digital scholarship projects. Support initiatives for data services, experiential learning, geospatial information services, research information management, and scholarly communication.</p> <p>Provides data analytics and visualizations for resource assessment, strategic planning and development. Solicits feedback on resource utilization and resolves barriers to access. Identifies, implements relevant technology, including discoverability, data delivery/integration and workflow solutions. Integrates internal and external resources into the firm's extensive intranet presence. Coordinates programs and product implementations. Provides technical, user support for electronic resources.</p>	<p>Account management experience, with digital tactics ownership, marketing planning, strategy, and oversight. Plan rapid optimization and test-and-learn agendas; experience with return on marketing investment (ROMI) and return on ad spend (ROAS) tracking. Digital marketing platforms e.g., Facebook, Twitter, Google and programmatic ad networks; emerging digital marketing platforms e.g., Snapchat, Pinterest, TikTok. Strong quantitative orientation with expertise in data analysis and insights. Excellent communication and cross-functional relationship management skills.</p> <p>Experience using analytical, interpersonal, and oral and written communication methods, explaining and promoting digital products and services to people with varied levels of technical understanding. Experience learning new technologies associated with digital scholarship, digital library, or web development, publishing activities. Experience managing collaborative data projects; digitization of archival material; use of metadata and metadata standards to describe digital collection materials.</p> <p>Command of technology, proficiency with databases, software applications, online searching. Enthusiasm for seeking, learning emerging technologies and developing new skills. Familiarity with electronic resources and research services. Knowledge of library resource monitoring systems. Organizational skills, ability to maintain accurate records and provide in-depth reports. Communication skills. Self-motivated, problem-solver and able to make judgment calls.</p>	<p>Social media platforms, Google Sheets (analytical functions)</p> <p>HTML, CSS, Javascript</p> <p>Resource monitoring systems, e.g., OneLog, spreadsheets and data analysis tools, APIs</p>
Associate Digital Projects Librarian			
Audio Visual Digitization Specialist			
Conversation Designer			
Digital Asset Manager			
Digital Asset Specialist			
Digital Content Manager			
Digital Curation Librarian			
Digital Initiatives Librarian			
Digital Librarian			
Digital Marketing Coordinator			
Digital Repositories Librarian			
Digital Services Specialist			
Ecommerce Product Specialist			
Senior Digital Marketing Planning Manager			
Senior Electronic and Open Content Librarian			

# INFORMATION MANAGEMENT

## Sample Job Titles

Architect - Data and Governance  
 Content Architect/Taxonomist  
 Content Information Architect  
 Document Control Specialist  
 Enterprise Data Architect  
 Information Architect  
 Information Management Librarian  
 Knowledge Engineer/Ontologist  
 Lead Data Architect  
 Records Management Specialist  
 Records Manager  
 Records Retention Analyst  
 Records and Information Management Specialist  
 Taxonomy and Information Architecture Specialist  
 Technical Documentation Information Architect

## Sample Job Duties

Develop common language models for company specific domains, integrating reusable ontologies to ensure industry and domain consistency. Facilitate the adoption of language models in search, machine learning and graph analytics applications. Consult stakeholders on potential application of technologies to solve business problems. Look across business functions to identify synergies and optimizations. Work closely with the Portfolio Analyst to track and report on status of the initiatives in your scope. Multitask, work proactively in fast-paced environment.

Supports the development and implementation of the records retention program to support compliance, laws. Records retention liaison with legal, privacy, security, engineering teams, human resources and other business units. Support assessment and analysis of units' adherence to records retention policies. Develops, maintains records inventories. Monitors, analyzes key performance indicators for records retention.

Provide full-stack development consulting for harnessing, cleaning, and analyzing large amounts of related data and providing an intuitive and user-friendly set of data visualization dashboards and applications to foster data-driven decision-making. Convert business and functional requirements into complex reports, data visualizations and dashboards. Lead records management, development of intuitive and user-friendly data visualization dashboards and applications.

## Sample Job Skills

Proven skills in data retrieval and data research techniques Experience working with schema-level constructs. Knowledge of Semantic Web technologies, query languages and validation/reasoning standards. Knowledge of open-source and commercial ontology engineering editors. Familiarity with software engineering lifecycle; ontology manipulation programming libraries. Exposure to data science and/or machine learning, including graph embeddings. Excellent English language skills. Project management experience, French language.

Knowledge of records management standards and industry leading practices and technologies. Assimilate new knowledge and remain current on developments in cybersecurity capabilities and industry knowledge. Effective research, analytical and problem-solving skills. Experience collaborating to meet strategic and tactical objectives. Effective skill in transitioning between detailed technical vs. business-oriented discussions to convey complex technical issues.

Demonstrated experience in a field relevant to program management, schedule management (development and analysis) and/or analytical functional areas. Experience with integrated master scheduling software. Data Governance certification.

## Sample Technologies

Schema-level constructs (e. g., higher-order classes, punning, property inheritance) RDF, OWL, SPARQL, validation standards (SHACL, SPIN), ontology engineering editors (e. g. Protege, Top Quadrant products, Pool Party)

Python, SQL

Agile/Scrum, MS Project, MS Planner, Microsoft Office, cloud-based: Teams, OneNote, Power BIMS, Excel, Word, PowerPoint.

# INFORMATION SYSTEMS AND TECHNOLOGY

## Sample Job Titles

Discovery and Systems Librarian  
 Emerging Technologies Librarian  
 Geographic Information Systems Manager  
 IP Systems Administrator  
 IT Specialist (Data Management)  
 Information Systems Librarian  
 Learning Systems Administrator  
 Library Systems Manager  
 Power Apps SharePoint Developer  
 Senior Application Specialist  
 Systems Librarian  
 Systems Librarian Assistant Librarian  
 Systems and Analytics Librarian  
 Systems and Metadata Librarian  
 Systems and Open Infrastructure Librarian  
 Systems and Technology Librarian  
 Technology Development Librarian

## Sample Job Duties

Plan, assess, implement, and maintain library systems. Serve as system administrator for unified library system. Serve as system administrator for the discovery service, including integration with link resolvers, knowledge bases, APIs, and other external systems as needed. Provide local maintenance and support for systems. Provide reports and statistics related to library systems and maintain technical documentation. Manage all aspects of providing access to the electronic database resources.

Provide front-line technical support. Support data and local area networks, communication systems, web-based services, electronic mail systems, and operational and administrative applications and systems. Advise Library management on technology needs, objectives, and capabilities. Develop implementation plans for online Library systems and resources, including systems creation, documentation, testing, operating procedures, updating and maintenance. Deliver training and documentation.

Maintain the integrity of the library platform and develop and implement FOLIO system enhancements, managing data integration and API access; coordinating data loads, setting priorities for system upgrades, communicating with appropriate vendors, and coordinating with the campuses to update and standardize the discovery layers. Primary responsibility for shared settings and configurations. Meet reporting needs (i.e., queries of data, but not to create visuals). Coordinate with campuses to update and standardize discovery layers.

## Sample Job Skills

Evidence of ability to learn new technology-based skills with efficiency. Demonstrated commitment to diversity, equity, and inclusion principles and practices. A mindset of perseverance and dedication, including problem solving, troubleshooting, persistence, collaboration, and information-seeking habits.

Professional IT and/or Library systems experience, managing onsite and remote PCs. Experience managing Local Area Networks. Experience managing and troubleshooting Microsoft Office applications. Experience creating IT documentation and instructions for end users. Experience working with people at all levels; effective oral and written communication skills. Strong organizational and problem-solving skills, accuracy, attention to detail.

Commitment to working with and learning APIs and related software tools/scripting languages to extract, manipulate and report data. Project management skills. Familiarity with library metadata schema (MARC, RDA) and linked data. Experience with APIs, batch processing scripting. Experience with systems deployment and configuration, particularly ILS platforms. Ability to coordinate policies and workflows with diverse stakeholders. Experience using a ticketing system.

## Sample Technologies

Ex Libris Alma, Primo, OCLC, Ezproxy, and ILLiad, APIs

SharePoint, Sirsi library system, LibGuides, DCN, LAN, communications systems

FOLIO, EBSCO services, Confluence/Jira, APIs, JSON, Python, JavaScript, MARC, RDA

# LEADERSHIP, MANAGEMENT, ADMINISTRATION

## Sample Job Titles

Associate Dean for Data, Digital Strategies, and Scholarly Communication

Deputy County Librarian

Deputy Library Director

Director of Records Management

Director of Resource Description Services

Grants Manager

Head of Library Technology Services

Head, Library Services Division - Community Engagement and Support Services

Lead Librarian

Library Manager

Manager of Development and Communications

Supervising Librarian

Research Center Director

Taxonomy Team Lead, Vice President

Technology Integration Specialist

## Sample Job Duties

Supervises librarians and staff responsible for implementing research services and outreach. Provides leadership for the development and support of digital scholarship services, including face-to-face and virtual modes of delivery. Launches new services aligned with the research and scholarship lifecycle, supporting scholarly communications, data management, and geospatial information. Supports the growing program to enhance textbook affordability and social justice. Provides direction of the digital repository. Oversees support for citation management services.

Manages Library programs, services, and activities including Adult Services, Youth Services, Collection Services, Branch Services, Information Technology, and Facilities. Plans and directs public services, support services, and other library functions; ensures Library operations are running effectively and efficiently. Develops, directs, coordinates, monitors, and ensures the implementation of strategic plans, goals, objectives, policies, procedures, priorities, and work standards, in conjunction with the Library Director.

Leads taxonomists in BAU setup requests and defines target state data model. Defines data profiling, metadata documentation, data lineage, and data transformation rules in support of key program deliverables. Performs data impact analyses with project teams. Supports strategic model solutions, transformation rules and attribute relationships. Leads the taxonomy governance cross-functional working team, manages the new request queue, and provides oversight for the day-to-day implementation, maintenance, and governance of the taxonomy.

## Sample Job Skills

Experience in digital scholarship, scholarly communications, open educational resources, maker technology. Experience planning for, launching, and assessing new research or digital scholarship services, managing and growing a digital repository or related technology. Knowledge of issues and trends in research support, digital scholarship, and scholarly communications. Ability to lead and manage complex teams.

Knowledge of administrative practices: goal setting, program development, implementation, evaluation, and staff supervision. Strategic planning, budget administration, contract management, collective bargaining in a union environment. Ability to implement goals, objectives, practices, policies, procedures, work standards. Budget preparation; allocation of limited resources to achieve maximum public benefit in a cost-effective manner.

Experience in knowledge management designing and implementing taxonomies/ontologies. Project Management experience. Prior team management experience of taxonomists. Strong problem solving across a complex information architecture. Experience with product taxonomies for business (e.g., financial services preferred, e-commerce or retail acceptable). Familiarity with asset and wealth management businesses, systems, tools, processes. Ability to write queries; experience with databases.

## Sample Technologies

[Office software, communications systems]

[Office software, communications systems]

Agile methodology (familiarity with managing Jira boards, and Scrum ceremonies) SQL, databases

# OUTREACH, PROGRAMMING, INSTRUCTION

Sample Job Titles	Sample Job Duties	Sample Job Skills	Sample Technologies
Adult and Community Services Manager	<p>managing the schedule and quality of each development project and associated deliverables. Provide first-line support to instructors as they develop content for online course materials. Create high-quality and valid assessment plans and artifacts to assess evidence of learning for both formative and summative performances to maximize learner understanding and retention of content.</p>	<p>Experience working with faculty to develop face-to-face, blended, and fully online courses. Development of instructional projects using multimedia applications, emerging technologies, and/or distributed/distance technologies. Experience using learning management systems, visual presentation software, collaboration tools, and web authoring tools to create online learning environments. Conversant in adult-centered pedagogy, strategies for formative and summative assessment.</p>	<p>Cloud-based tools (e.g., Office 365, G-Suite), Blackboard Learn, HTML, e-learning authoring tools (e.g., Articulate 360, Rise 360, Adobe Captivate)</p>
Arts and Makerspace Librarian			
Branch Librarian			
Instructional and Reference Services Librarian			
Instructional Designer			
Law Practice and Technology Librarian	<p>Develop, implement, evaluate, and promote programs that reduce inequitable outcomes for children, including programs in the library, at outreach locations (local schools and nontraditional settings) to meet community needs. Establish relationships with individuals and agencies serving children and families. Develop rapport with library customers and help fulfill their informational and recreational needs by providing quality reference and reader's advisory using print and electronic resources.</p>	<p>Demonstrated knowledge and an innovative vision of library services to children and families, especially in regards to equity, diversity and inclusion; Understanding of child development and the ability to apply this knowledge to create developmentally appropriate library experiences; Understanding of the importance of family engagement and ability to apply best practices in family engagement; Knowledge of media mentorship practices, current technologies, electronic resources and virtual services including social media.</p>	<p>[Library systems]</p>
Product Education Lead			
Public Services Assistant			
Reference, Instructional Services and Technology Librarian			
Research and Instruction Librarian			
Research and Instruction Services Manager	<p>Provide research support for faculty scholarship and support for class curriculum. Provide reference services to students, faculty, staff and others. Provide instructional programming in legal research and technology (e.g., curriculum development, teaching support, in-class lecture, small group informal instruction). Collaborate with other law librarians to develop, expand and provide library services.</p>	<p>Law library experience. Substantial knowledge of and proficiency with a wide range of legal information sources, research methods and emerging technologies. Experience teaching legal research in an academic environment.</p>	<p>[Library systems]</p>
Student Services Librarian			
Student Success Librarian			
Supervising Librarian - Adult Services			
Support Services Librarian			
Teen Services Librarian			

# REFERENCE AND RESEARCH

## Sample Job Titles

Associate Law Librarian for Digital and Educational Services  
 Business Intelligence Analyst  
 Competitive Intelligence Analyst  
 Clinical and Research Support Librarian  
 Data Reference and Collections Librarian  
 Director of Research Services  
 Knowledge and Research Services Manager  
 Law Librarian Due Diligence and Research Analyst  
 Librarian, Systematic Review  
 Reference and Access Services Librarian  
 Research Analyst  
 Research Curation Librarian  
 Research and Data Services Librarian  
 Scholarly Communications Librarian  
 Systematic Literature Surveillance Librarian  
 World History and Cultures Librarian

## Sample Job Duties

Build and manage collections, provide liaison services such as outreach, instruction, reference, and research advisory for assigned areas. Actively engage with faculty and students in subject areas. Serve as the primary contact for research and educational needs of assigned departments and develop and promote innovative services and resources to enhance their research, teaching, and learning. Provide general reference and research assistance and serve as the primary subject specialist for research assistance in assigned departments and programs. Collaborate with digital collections specialists to expand and provide support for digital humanities projects and partnerships with faculty and students.

Supports systematic literature search editors to meet currency initiatives through database searches and developing/enabling search alerts. Determines complex search strategies to answer PICO questions in consultation with clinical editorial team. Selects appropriate databases, refines search strategies, and runs searches.

Perform cost efficient research over a wide range of topics: legal, legislative, business, intellectual property, public records, news, medical, and social media. Work in a fast-paced environment with the ability to prioritize requests. Assist with the training of attorneys and staff on effective use of research databases. Knowledge of and proficiency with legal sources. Knowledge and proficiency with federal and state legislative history and research.

## Sample Job Skills

Understanding of the importance of academic library liaison services. Familiarity with electronic and scholarly resources and reference tools for assigned subject areas. Interpersonal and communication skills, analytical and organizational skills. Commitment to diversity, equity and inclusion in higher education. Experience with foreign-language vendors, Open Access initiatives and digital humanities.

Understanding of the principles of evidence-based care, research appraisal, and use of web-based tools for clinical decision making. Knowledge of PubMed and searching strategies. Skilled working across teams, multitasking, building consensus, and managing time.

Knowledge of, proficiency with legal sources including research databases. Knowledge of and proficiency with federal and state legislative history and research. Highly service-oriented with ability to interact regularly with attorneys and staff: possess strong communication, interpersonal and customer service skills, as well as the ability to multi-task. Ability to adapt and to learn new databases, sources, and skills.

## Sample Technologies

[Library systems, learning management systems]

PubMed, XML, Distiller, Rally, Microsoft SharePoint, SDL

Lexis, Westlaw, BLAW, Accurant, PACER and the internet, library systems and software, Microsoft Outlook, Word, Excel

# WEB SERVICES, USER EXPERIENCE, SOCIAL MEDIA

## Sample Job Titles

CX/UX Strategist  
 Communications Specialist - Webmaster  
 Content Coordinator  
 Content Marketing and Social Media Specialist  
 Digital Media Coordinator  
 Digital User Experience Researcher  
 Front-end Developer  
 Information Architect  
 Interaction UX Designer (Ecommerce)  
 Marketing Management Specialist  
 Public Affairs Specialist  
 Senior Manager, Content Marketing  
 Senior Specialist, Web Content Production  
 Social Media Associate  
 UX/UI Designer  
 User Experience and Reference Librarian  
 Visual Information Specialist (UX Content Writer)

## Sample Job Duties

Create training materials that can be consumed by users with varying levels of software proficiency. Create multimedia content including written and visual training materials. Create multimedia content including written and visual training materials. Design content for all product platforms. Develop alternate content based upon availability across device(s) and use case. Develop and design live webinar scripts and updates. Drafts, edits and content styling for non-training documentation.

Working with product managers and stakeholders, lead the charge to identify and set product strategy, design simple solutions for complex UX ecosystems, and inspire team members to push boundaries. Direct impact on the customer experience of publishers, advertisers, and brand owners.

Distill complex SEO concepts for non-digital marketer. Create inventory of existing URLs and content mapping. Exercise creative, strategic thinking to solve website problems. Conduct keyword research, strategy assessments and competitive analyses. Develop high quality, well-written presentations. Present SEO results and analysis, provide recommendations. Support technology team in completing site audits, identifying, diagnosing, and creating plans to address issues from a technical lens.

## Sample Job Skills

Experience with standard software industry terminology used in training guides, tutorials, and documentation. Strong writing, editing and proofreading skills. Experience with content creation and editing tools. Experience with WordPress Administration, including WordPress updates, plugin management and troubleshooting. Ability to self-manage, commit to multiple projects, multiple deadlines simultaneously, and quickly adjust to changes in priority and project focus. Organized, detail-oriented and self-motivated.

Portfolio of UX-focused work samples for complex web applications. Experience leading user-centered design methods, conducting user research and facilitating interviews with internal and external clients, collaborating with product managers, technical leads, customers, to introduce, iterate, clarify requirements. Experience creating user stories, personas, storyboards, translating complex requirements into user flows. Information architecture, sitemaps, prototypes, wireframes, design system.

Demonstrated problem-solver with a love for content challenges. Able to work closely with cross-functional, multi-disciplinary teams to identify new opportunities to grow businesses and deliver on a vision. Strong technical understanding from tagging structures to architecture and taxonomy. Expertise in SEO strategy and an understanding of the evolution of SEO, data, and the role of both in modern content development.

## Sample Technologies

MS Office, Camtasia, Adobe Creative Cloud, WordPress

Figma, Sketch, InVision, Adobe XD, Marvel, Zeplin

SEO-tools (Screaming Frog, DeepCrawl), analytics tools (e.g., Google Search Console, Adobe Analytics), PowerPoint, Excel, and Word, HTML, CSS, Javascript, CMS and eCommerce platforms

# JOB DATA BY EMPLOYER, ORGANIZATION TYPE

Sample job titles, duties, skills, and technologies

	Slide
Academic: College, University and Research Libraries	35
Archives, Museums and Cultural Organizations	36
Corporate Organizations and Business Libraries	37
Government (Federal and State) Libraries	38
K-12 School Libraries	39
Legal: Academic, Government and Private Practice	40
Medical, Pharmaceutical and Health Science	41
Nonprofit Organizations	42
Public Libraries	43

# ACADEMIC: COLLEGE, UNIVERSITY, RESEARCH LIBRARIES

## Sample Job Titles

Cataloging and Metadata Librarian

Digital Collections Librarian

Digital Initiatives Librarian

Director of Library Services

Electronic and Continuing  
Resources Librarian

Health Sciences Librarian

Metadata Librarian

Research and Instruction Librarian

Research Data Librarian

Research Librarian

Research Services Librarian

Scholarly Communications Librarian

Social Sciences Librarian

Special Collections Librarian

Student Success Librarian

Systems Librarian

## Sample Job Duties

Develops the library services platform and discovery systems. Develop integrations between library systems and resources to improve workflows and enhance the user experience. Collects data and provides reports on the use of such resources for the purpose of assessing services and improving user experience. Provide statistical reports as needed for planning purposes.

Supervises a team responsible for implementing research services and outreach. Provides leadership for the development, maintenance, and support of digital scholarship services, including face-to-face and virtual modes of delivery. Launches new services aligned with the research and scholarship lifecycle, supporting areas including scholarly communications, data management, and geospatial information.

Contribute to the expansion of a learner-centered information literacy instruction program by designing, creating, and maintaining sustainable online and blended learning objects such as web-based tutorials, instructional videos, research guides, and websites, with the main emphasis on further developing and maintaining the information literacy program for the Academic Writing Program and academic-based outreach programs.

## Sample Job Skills

Demonstrated knowledge of library application development processes, such as requirements gathering, data modeling, quality assurance, usability testing, and release management. Ability to integrate technology with traditional services and resources. Ability to work collaboratively with library colleagues, faculty, administrators, staff, and students to accomplish goals.

Experience planning for, launching, and assessing new research or digital scholarship services. Experience managing and growing a digital repository or related technology. Knowledge and understanding of key issues and trends in research support, digital scholarship, and scholarly communications. Ability to lead and manage complex teams.

Knowledge of online learning techniques, including the ability to design library tutorials, videos, and learning objects. Knowledge of instructional design, student-centered teaching practices, and student learning assessment, including the ability to design assessments, analyze results, and implement evidence-based changes.

## Sample Technologies

Alma library services platform; Primo VE discovery layer, 3<sup>rd</sup> party authentication services, EZProxy, Shibboleth

Digital repository technologies, e.g., CONTENTdm, Digital Commons

LibGuides software and other web discovery tools, course management software, particularly Canvas

# ARCHIVES, MUSEUMS, CULTURAL ORGANIZATIONS

## Sample Job Titles

Digital Archivist - Assistant Librarian  
 Archival Processing Manager  
 Curator of Maps and Graphics  
 Digital Archivist I  
 Digitization and Metadata Specialist  
 Aerial Photography and Documents Coordinator  
 Registrar of Collections and Exhibitions  
 University Archivist and Head of Archives Programs  
 Archivist, Reference and Outreach Coordinator  
 Film and Image Services Librarian  
 Exhibitions Curator  
 Public Humanities Archivist  
 Manager, Information Studies Library and Media Preservation Lab  
 Digital Content Management Archivist for Institutional Collections

## Sample Job Duties

Supervise. Oversee annual registration department budget. Direct accessioning, disposition, maintenance, documentation, and automation of permanent collections records. Develop, enforce policies, procedures for accessioning, disposition, maintenance, and documentation. Serve as the primary contact for traveling exhibitions. Oversee inventories to ensure accuracy of location records.

Prepare processing work plans for repository series. Execute processing work plan as approved: rehouse materials, assess conservation, preservation needs, arrange, describe materials, catalog resources using ArchivesSpace. Responsible for safely handling, rehousing, storing archival materials. Responsible for security, environmental monitoring of archival facilities. Support other areas of archival programs in response to evolving priorities.

Provides reference, research services to museum staff on demand. Assists in providing bibliographic instruction, training, and orientations for staff, fellows, interns. Creates instruction materials. Maintains library pages on public website, intranet. Creates bibliographic records for books, serials, non-print formats. Reclassifies, enhances existing catalog records. Supervises the reading room. Undertakes collection assessment. Manages annual serials review.

## Sample Job Skills

Able to create, plan, deliver departmental, exhibition budgets. Verbal, written communication skills. Interpersonal, leadership skills. Attention to detail, organizational skills, facilitate high-quality communication to staff. Capable of creative, analytical problem-solving quickly and effectively. Strong technology skills. Must be able to work a flexible schedule, including nights and weekends as requested.

Knowledge of archival theories, practice, especially arrangement, description, housing, handling, and preservation. Facility learning new systems, software. Excellent verbal, written communication skills, collaborative nature; demonstrated attention to detail. Highly organized, progress oriented. Time, task management. Experience with content management systems highly desirable. Ability to identify basic preservation, conservation issues of archival materials.

Educational training with art history preferred. Experience assisting researchers with accessing rare, special collection materials and using art history research tools (in print and online). Demonstrated knowledge of integrated library systems and bibliographic utilities required. Familiarity with Ex Libris Alma preferred. Ability to apply cataloging rules, standards. Bibliographic knowledge of relevant foreign languages. Knowledge of collection development required.

## Sample Technologies

Microsoft Office, Excel, PowerPoint, Teams, and collection management software, EmbARK Collections Manager by Gallery Systems

DACS, EAD, and the use of controlled vocabularies and authority terms, Excel, Google Drive applications, ArchivesSpace

Bibliographic utilities (OCLC, etc.) Ex Libris Alma, Cataloging standards (RDA, LCSH, etc.)

# CORPORATE ORGANIZATIONS, BUSINESS LIBRARIES

## Sample Job Titles

AI Content Strategist  
Archivist  
Business Intelligence Analyst  
Content Designer  
Data Analyst  
Data Visualization Consultant  
Digital Design and Visualization Lead  
Digital Marketing Manager  
Information Architect  
Lead Experience Designer  
Library Manager  
Research Analyst  
Research Data Manager  
Senior Data Architect  
Social Media Manager  
Taxonomist  
UI/UX Researcher/Designer  
Web Content Designer

## Sample Job Duties

Partner with UX design, content management, and data workflow teams to build, deliver dynamic scalable Content Roadmap. Perform content inventories. Define improved content structures, site maps, taxonomies, metadata schema, content models, content relationship diagrams to improve onsite storytelling and drive customer value. Collaborate, explore with UX design teams the best way to test, validate, learn from improvements. Document Digital Design content requirements, architectures, and deliverables for reference and instruction.

Conduct complex domestic, international business and legal research utilizing databases plus research tools; direct consultants to appropriate sources. Evaluate diverse sources of information for currency, reliability, relevance, and cost-effectiveness, choosing the best sources for answering research requests. Compile information obtained in research into a coherent, focused collection; log new resources. Maintain awareness of developments on legal news services, specifically with developments regarding new specialized relevant databases.

Facilitate the adoption of language models in search, machine learning and graph analytics applications. Consult stakeholders on the potential application of technologies to solve business problems. Look across business functions to identify synergies, optimizations. Work closely with the Portfolio Analyst to track and report on status of the initiatives. Multitask, work proactively and with minimal supervision in a fast-paced environment.

## Sample Job Skills

Strong understanding of W3C compliance, industry best practices, ontologies. Problem solving and analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy. Basic knowledge of SQL queries and/or relational database modelling.

Familiarity with financial and economic databases. Excellent interpersonal skills and the ability to communicate effectively with all levels of staff. Ability to thrive in a fast-paced environment, work independently and exhibit initiative to solve problems. Strong business acumen and the ability to learn the firm's financial and operational functions. Mindset to provide superior service.

Skills in data retrieval, data research, working with schema-level constructs. Knowledge of Semantic Web technologies, query languages, and validation/reasoning standards, open-source, commercial ontology engineering editors. Familiarity with ontology manipulation programming libraries. Exposure to data science and/or machine learning, including graph embeddings. Ability to communicate complex processes in simple language. Ability to convey requirements and needs to engineering and business teams.

## Sample Technologies

RDF and OWL semantic standards, SQL

CapIQ, Eikon, and Bloomberg, and legal databases such as Westlaw, Bloomberg Law, Lexis and Lex Machina, MS Office

Semantic Web technologies (RDF/s, OWL), query languages (SPARQL), validation (SHACL, SPIN), ontology editors (Protégé, Top Quadrant, Pool Party)

# GOVERNMENT (FEDERAL, STATE) LIBRARIES

## Sample Job Titles

Acquisitions and Access Librarian  
 Archivist  
 Communications Specialist  
 Digital Collections Specialist  
 Digital Curation Librarian  
 Document Services and Archives Coordinator  
 GIS - Geographic Information Systems Manager  
 Law Librarian  
 Marketing Specialist  
 Public Affairs Specialist  
 Reference Librarian  
 Social Media Specialist  
 Supervisory Librarian  
 Systems Librarian  
 Visual Information Specialist (UX Content Writer)

## Sample Job Duties

Coordinate meetings, implement information security policies, work with staff in response to reference, research, legal, or Freedom of Information Act (FOIA) requests. Create, maintain data repository to support policy work. Consult with subject-matter experts to identify appropriate datasets, related code and documentation; design repository structure, metadata; evaluate, improve usability; establish workflows.

Process archival collections under the supervision of the Lead Archivist and according to established best practices; enter information into a content management system. Assist with special projects and essential duties related to the collection. Assist in the development of efficient workflows and processes. Assist with maintaining the records for preservation.

Provide technical expertise and advisory support to design and implement digital communication initiatives. Develop activities to advance strategic communication priorities with domestic and international audiences. Understand and apply web analytics and search engine optimization (SEO) data to improve the user experience, reach, and performance of digital products and content. Collaborate on usability testing and A/B testing of digital products; use insights gathered from analytics and research to improve the agency's website digital products and services.

## Sample Job Skills

Experience designing and creating electronic repositories, databases, or similar systems for multiple users; working in a data-focused research environment with real-time news service, search engines, cataloging, managing periodicals and/or library systems. Demonstrated reference experience searching various commercial online databases. Experience with archival policies, information retrieval, internet and online searching.

Familiarity with basic records management principles and concerns, legal restrictions surrounding confidential records. Skill in proper handling of archival materials. Skill in conducting research. Experience with or ability to learn archival theory and practices related to description, arrangement, and preservation. Experience working with records that have legal restrictions, are confidential, and/or contain sensitive content.

Experience developing digital content strategies; developing user experience plans; and leading website design for an agency.

## Sample Technologies

Content Management Systems, web architecture, usability, metadata, and digital projects

Microsoft Outlook, Word, Excel, Access and G-Suite, Airtable, Monday.com, ArchivEra

Digital design and services, A/B testing, web analytics

# K-12 SCHOOL LIBRARIES

## Sample Job Titles

High School Library Learning Commons Teacher  
 K-8 And High School Library Technician  
 K-8th Grade Librarian/Media Specialist  
 Librarian and Educational Technology Specialist  
 Library Media Specialist  
 Library Media Technician  
 Library Teacher - Elementary  
 Library and Technology Specialist  
 Records Specialist  
 Research and Instruction Librarian  
 School Librarian  
 School Library Media Specialist  
 Upper School Literacy And Learning Lead/Librarian  
 Writing Teacher

## Sample Job Duties

Provide group instruction and individual guidance to students in the use of the library and its resources (print and online) for completion of information-related assignments. Collaborate with teachers in the planning and design of engaging learning experiences and assessments that incorporate multiple literacies and technology; foster critical thinking. Participate in the curriculum development process to ensure that the curricula include the full range of literacy skills (information, media, visual, digital, and technological literacy) necessary to meet content standards and to develop lifelong learners.

Supervise and manage the school Information Literacy Center. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that the Information Literacy Center is involved in instructional programs of the school.

Educates students and teachers about informational literacy and digital resources. Reviews, updates, and coordinates with vendors relative to academic databases. Designs and executes library orientation programs for faculty and students. Selects, orders, and processes print, non-print, digital, and resource materials for the library. Supervises students while they visit the library. Assists students with research activities. Assists students with iPad use issues. Supervises professional support staff. Forms and supervises volunteer support staff. Assists with the maintenance of the in-house webpage. Creates and manages annual budget for the library.

## Sample Job Skills

State librarian or learning resources specialist certificate. Knowledge of current library and information science best practices. Ability to instruct and manage students. Strong organizational, communication, and interpersonal skills. Proficiency in engaging learners in a variety of instructional strategies.

Valid state librarian or learning resources specialist certificate or endorsement. Knowledge of library science. Ability to instruct and manage student behavior. Strong organizational, communication, and interpersonal skills.

Supervisory experience. Expertise with student-centered learning and educational technology. Ability to work effectively with staff and students.

## Sample Technologies

ILS, OPAC

Microsoft Office Suite, Apple products

Automated library systems, email, spreadsheet programs

# LEGAL: ACADEMIC, GOVERNMENT, PRIVATE PRACTICE

## Sample Job Titles

Digital Collections and Reference Librarian  
 International Law Reference Librarian  
 Knowledge and Research Services Manager  
 Law Librarian Due Diligence and Research Analyst  
 Law Practice Technologist  
 Legal Document Review Specialist  
 Legislative Research Analyst  
 Reference Librarian  
 Research Assistant  
 Research and Information Services Manager  
 Scholarly Initiatives Law Librarian  
 Scholarly Resources and Metadata Law Librarian  
 Senior Resource Coordinator  
 Technical Services Librarian  
 Trainer

## Sample Job Duties

Primarily responsible for providing reference assistance to the library's patrons, maintaining the Law Library's digital presence, coordinating the Law Library's educational offerings, and providing marketing and outreach for Law Library resources, services, programs, and events.

Perform due diligence research on clients and potential clients. Respond to patron requests by identifying and locating information to meet their needs, including analysis and synthesis of information to solve problems under tight deadlines and fluctuating work loads. Assist with research projects. Coordinate vendor trainings and demonstrations.

Perform legal and legislative research in support of the firm's diverse practices, ensuring that research is conducted cost efficiently and effectively. Perform non-legal, factual background research. Analyze research results, exercise professional judgment about relevance of research materials. Communicate results in a targeted, concise response (oral or written). Provide deliverables to clients, directly, on request, including newsletters and regular updates. Participate in the shared rotation of reference duties.

## Sample Job Skills

Strong customer service orientation and commitment to law librarianship. Ability to manage a growing team of law librarians in a dynamic public service setting. Excellent written and oral communication skills. Excellent legal research and reference skills. Excellent analytical, organizational, and interpersonal skills. Project management experience or abilities. Knowledge of and experience with self-help legal research resources.

Strong technology skills. Excellent organizational skills, attention to detail and strong written and oral communication skills. Experience and familiarity with use of document management systems and knowledge management.

Law training. Knowledge of standard legal research and specialized sources. Strong writing skills. Good problem-solving skills. Self-management skills. Intellectual curiosity.

## Sample Technologies

eDiscovery software, MS Office applications (Word, Excel, Power BI, SharePoint, PowerPoint, Teams)

LibGuides, TRG's Quest, social media platforms and web-based communication, information and collaboration tools, Teams, Zoom, or other virtual environments

Westlaw, Westlaw Edge, Bloomberg Law, Lexis/Nexis (Lexis Advance, Securities Mosaic, Lexis+), TRG Quest

# MEDICAL, PHARMACEUTICAL, HEALTH SCIENCE

## Sample Job Titles

Clinical and Research Support Librarian  
 Communications and Content Specialist  
 Data Analytics Specialist  
 Data Validation Specialist  
 Graphic/Data Visualization Designer  
 Informationist  
 Instructor - Librarian (Public Health)  
 Librarian (Medical Series)  
 Librarian, Systematic Review  
 Library Technician  
 Metadata Platform Engineer  
 Ontologist - Health Education and Content Services  
 Resource Management Librarian  
 Senior Information Architect  
 Technical Services Coordinator  
 Technical Services Librarian  
 Technical Writer

## Sample Job Duties

Offer educational sessions on information resources and tools that provide the best available research to ensure evidence-based decision making. Offer training and support in finding, retrieving high quality evidence and the use of databases, mobile apps. Identify tools, resources to support clinical decision making and systematic review projects. Participate on research teams for systematic/scoping reviews, meta-analysis projects across a variety of disciplines.

Participate in managing the lifecycle of the library's electronic resources, including databases, books, and serials. Coordinate activities needed to support access to electronic resources. Advanced troubleshooting for patrons, staff. Maintain access protocols. Update, customize metadata for electronic resource access. Develop and implement assessment strategies, conduct ongoing assessments and collaborate on Knowledge Management and Access unit initiatives. Participate in the management of knowledge systems.

Improve the organization's ability to read and write data. Ensure data is accurate, timely and consistent. Use advanced statistical and data mining techniques. Work with IT to implement tools for easier access and analysis of data. Enable new data for use enterprise-wide, developing standard analytics methods, and providing analytics support to strategic projects.

## Sample Job Skills

Experience providing instruction to health professionals, students, or researchers in evidence-based medicine. Experience training clinical staff, faculty in searching databases. Expert searching for systematic reviews, meta-analyses, clinical practice guidelines, and other research documents. Analytical, organizational, time, and project management skills. Familiarity with the research lifecycle and information literacy principles.

Customer service attitude, positive, proactive approach to problem-solving. Working knowledge of integrated library systems, management tools, standards, and initiatives. Experience with knowledge management systems, link resolvers. Understanding of IP address authentication.

Organizational, analytical, and problem-solving skills, with emphasis on attention to detail and ability to work on multiple projects simultaneously. Creative abilities to showcase information in new and end-user friendly ways. Customer service mindset, interpersonal and communication skills. Must be able to perform well in a matrix reporting position and be able to handle some level of ambiguity. Project management and data analysis skills.

## Sample Technologies

Systematic review software (e.g., Covidence) and tools

Ex Libris knowledge system(s) (Alma, Serial Solutions, Primo VE, SFX), COUNTER, SUSHI, Open URL, Link resolvers, KBART, MARC, EZproxy

Epic, Strata, Qlik, SAP Web

# NONPROFIT ORGANIZATIONS

## Sample Job Titles

Archivist  
 Communications Coordinator  
 Creative and Social Media Content Manager  
 Development Manager  
 Digital Marketing Manager  
 Grant Writer  
 Manager, Donor Retention Marketing  
 Marketing and Communications Manager  
 Social Media Manager  
 Training Manager  
 UI/UX Designer  
 Visual Editor and Web Designer  
 Visual Media Coordinator  
 Web Publishing Specialist  
 Website and Administrative Data Specialist

## Sample Job Duties

Develop, execute effective communications for all channels (e.g., digital, video, social, web, print, graphics, podcasts). Coordinate marketing project requests, clarify requirements, propose timelines, establish budgets, liaise between teams, monitor progress. Manage all aspects of websites, collaborate to create new content on a regular basis; make design decisions on content layout. Track, analyze, report on key performance indicators (KPIs) related to reach, engagement, campaign impact.

Understand requirements, user needs, propose creative design solutions. Create flow charts, wireframes, mockups, high-fidelity prototypes to communicate user experience. Lead on developing, maintaining design system. Facilitate collection of feedback from users, stakeholders, integrate into design updates. Incorporate technical constraints to ensure designs are compatible with platforms (desktop web, mobile iOS, mobile Android). Manage sitemap. Support user research blitzes.

Devise strategy, plan, develop, implement adult literacy programs; select, develop new literacy programs to meet evolving community needs, goals. Oversee curriculum development, ensure compatibility with state standards for adult basic education. Oversee recruitment, interviewing, referral, placement, assessment. Evaluate services, programs, methods, practices used in the adult literacy program; prepare, submit appropriate reports.

## Sample Job Skills

Supervision, including mentoring and sharing constructive feedback. Writing, verbal, proofreading, and copyediting skills. Design skills. Digital photography/video skills (shooting/editing). All social media (Facebook, Instagram, Twitter, TikTok), email, website tools. Video/Livestreaming. Event registration (Simple Tix or similar). Project Management. Marketing automation and CRM tools. Organizational skills and attention to detail with emphasis on accuracy and quality.

Experience creating user-friendly, thoughtful designs, leading stakeholders through various stages of the product design process. Responsive, cross-platform design for mobile, web, desktop applications. Adept at collecting, synthesizing and incorporating stakeholder feedback, communication skills, ability to communicate effectively with technical and non-technical audiences. Love for details, comfortable talking about strategy and the big picture. Experience on a cross-functional product team.

Ability to plan, assign, coordinate, supervise. Ability to assemble, develop, evaluate, analyze data in special administrative areas and to make recommendations affecting policies and procedures. Ability to plan, assign, supervise, review the work of subordinates. Ability to establish, maintain effective relationships with administrative officials, team members, the general public. Ability to express oneself clearly, concisely.

## Sample Technologies

Microsoft Office Suite, social media channels, Constant Contact, WordPress, HTML, CSS, Google Analytics, Vimeo, Monday.com, Salesforce, Adobe Suite (InDesign, Photoshop, Illustrator, Acrobat)

Figma, Webflow, Google Material Design

Microsoft Office Suite, such as Outlook, Word, and Excel

# PUBLIC LIBRARIES

## Sample Job Titles

Adult Services Librarian  
 Branch Library Manager  
 Cataloger and Classifier  
 Children's Librarian  
 Digital Archivist  
 Genealogy Librarian  
 Head of Circulation Department  
 Librarian Archivist  
 Local History Cataloger  
 Outreach Coordinator  
 Reference Librarian  
 Reference Librarian/Archivist  
 Supervising Librarian  
 Teen Services Librarian  
 Young Adults Librarian  
 Youth Services Librarian  
 Youth and Teen Collection  
 Development Librarian

## Sample Job Duties

Advise and assist library customers; respond to reference questions; demonstrate the use of on-line library catalogs, databases, digital and other resources. Create, promote, implement and evaluate library programs for youth and adults. Market the library's collection; write articles and program announcements for the library's publications; assist with social media. Prepare reports and other written communication; maintain statistics.

Plan and run programs for children, teens, and families, perform reference and reader's advisory work, purchase and maintain an up-to-date and diverse youth services collection and provide outreach services.

Provides reference services to the public, including answering reference questions, readers' advisory, and technology assistance including teaching about the library's e-resources. Initiates, plans and hosts a variety of programs and activities for adults. Promotes programs through flyers, posters, calendars of events, social media, and newsletters. Provides basic troubleshooting of equipment such as computers, mobile devices, printers, copy machines, and scanners. Assists library users with the internet, email, MS Office Tools, and other software.

## Sample Job Skills

The ability to work with individuals and communities of diverse backgrounds and develop successful partnerships with outside agencies are desirable skills for all top candidates. Additionally, strong candidates will be flexible and adaptable to competing demands on their time and adept at working with library users of all ages. Preference may be given to English-Spanish bilingual candidates.

Current knowledge of children's and young adult literature and programming, have excellent communication and customer service skills, be familiar with child cognitive development, and have experience with community engagement initiatives and outreach, particularly with preschools, daycares, schools and businesses.

Knowledge of and fluency in the use of computers and other devices, the internet, email, social media, and cloud computing. Strong listening and verbal/written communication skills. Ability to present creative and innovative ideas in adult services. Knowledge of adult literature and print/electronic reference materials/databases. Knowledge of the principles and practices of collection development and maintenance. Knowledge of principles and practices of public library administration. Knowledge of principles and practices of reader's advisory.

## Sample Technologies

ILS, OPAC

MS Office, Google Workspace

Microsoft Word, Excel, Outlook, Teams, Office365, Canva, Constant Contact, and/or WordPress

# RECOMMENDATIONS FOR LIS JOB SEEKERS

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As you proceed through your iSchool program, you'll find that it is a terrific time to start building your career opportunities, and no doubt you'll want to start acting on some of the information you've just read about.

The following slides describe easy-to-implement actions you can take while pursuing your iSchool studies to help you get started on your LIS career journey.

# RECOMMENDATIONS FOR LIS JOB SEEKERS

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## START NOW

**DEVELOP YOUR RESUME** List the skills you've gained and the work you've performed through jobs, school, personal interests, volunteer positions, internships, and extracurricular activities. Remember to continue to add new information as you gain new expertise or experiences in grad school.

Keep in mind the value of non-LIS experience. As shown in this snapshot, the information profession welcomes diverse candidates from various backgrounds.

**NETWORK** Practice communication and collaboration skills by seeking out interaction with peers and begin developing a professional network of colleague relationships while you are a student.

Get to know your classmates and attend meetings, conferences, webinars, and IRL activities where you can meet others in the field. But also build strong relationships with favorite faculty members, guest speakers, practitioners with whom you've done informational interviews, and others with whom you've connected throughout your studies.

# RECOMMENDATIONS FOR LIS JOB SEEKERS

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## BE RESOURCEFUL

**EXPLORE** the iSchool website for information on [career development](#) and make use of the wide array of resources to be found there, such as the career blog, virtual job fairs, webcasts, podcasts, and the SJSU Career Center. Our contact at the Career Center is an expert on resumes, cover letters, LinkedIn profiles and much more!

**PARTICIPATE** in extracurricular activities such as student leadership opportunities. Find volunteer opportunities in your community and beyond, including with online groups. Be sure to take advantage of the iSchool's offer to pay for an LIS professional membership for students and join/become active in at least one of the award-winning student chapters.

**LOOK FOR** iSchool announcements regarding opportunities for internships, special studies projects, scholarships, calls for volunteers, student assistantships, etc. These experiences can all provide good examples of your key strengths in a job interview.

**ATTEND** free online events such as faculty presentations, webinars, panel discussions, and online programming hosted by student organizations. You'll expand your knowledge of the information profession and gain opportunities to connect with the iSchool community and professionals in the field. (Remember: network!)

# RECOMMENDATIONS FOR LIS JOB SEEKERS

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## DEVELOP SKILLS DURING AND OUTSIDE OF YOUR ISCHOOL COURSES

**DEVELOP SKILLS** in high demand across a variety of jobs. Many jobs today are cross-functional: diversify your skillset, focusing on both LIS expertise and soft skills.

**MONITOR** trends in technology skills and prepare to master new and emerging ones. Practice “learning on demand” methods as part of each new course you take.

**SEEK OUT WORK EXPERIENCE** to practice skills you’ve gained in iSchool courses. Look to expand your knowledge via internships, volunteering, student leadership, or part-time work. When in doubt, choose collaboration or public-facing opportunities.

# RECOMMENDATIONS FOR LIS JOB SEEKERS

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## STEP UP TO LEADERSHIP OPPORTUNITIES

**BUILD A NETWORK** of personal and career connections with fellow students, faculty, and LIS professionals through active participation in student groups. When possible, volunteer to take the lead on new projects to demonstrate your initiative.

**LEAD THE TEAM** of a student group, especially those affiliated with LIS professional associations. The [iSchool student groups](#) provide excellent opportunities to meet peers as well as practitioner members at a national level.

**JOIN THE EDITORIAL BOARD** of, or contribute to, LIS student publications such as the [Student Research Journal](#), [Archeota](#), or [up//root](#). Consider starting a special interest group (SIG) on a social media platform dedicated to an emerging LIS topic of interest.

# RECOMMENDATIONS FOR LIS JOB SEEKERS

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## PRACTICE – AND BECOME KNOWN FOR – ADAPTABILITY

**THINK CREATIVELY** about the many ways you can deploy your LIS skills and recognize that you are prepared for a wide range of opportunities. Check out the iSchool's various [LIS Career Pathways](#) to see how you can pivot from one pathway to another and repurpose your skills.

**EXPAND YOUR JOB OPTIONS** by building professional relationships, volunteering, and increasing your visibility: become known as the "can-do" team member/leader. Say "yes" to as many opportunities as you can – each one is a learning moment that helps you become more adaptable.

**ENGAGE** at every opportunity – job interview, volunteer activity, or simply a meet-up with a colleague – and bring positive energy to these interactions. Be the person everyone wants to work with because they trust your skills, your judgment, and your openness to new ideas and solutions.

# RECOMMENDATIONS FOR LIS JOB SEEKERS

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## USE SOCIAL MEDIA PROFESSIONALLY

**BUILD YOUR PRESENCE:** Social media skills are important for success in the digital economy. Be mindful of the ways you can best use social media to support, congratulate, connect, give shout-outs to, and otherwise promote the success of others.

**USE SOCIAL MEDIA STRATEGICALLY** in job searches and to participate in your professional community. Maintain a profile across platforms, following both LIS-related accounts and those of other topics, issues, and/or disciplines that interest you. Monitor and understand many different ideas and viewpoints to be a well-rounded information professional.

**ENGAGE** in thoughtful communication and positive action that exposes you to the concerns/needs of others in the diverse LIS community; demonstrate your commitment to LIS diversity, equity, and inclusion values.

# RECOMMENDATIONS FOR LIS JOB SEEKERS

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## PERSONALIZE YOUR JOB SEARCH STRATEGY

Don't rely solely on job-title searching. Think about your LIS skills and expertise and **DRAFT A LIST OF KEYWORDS** for your search terms. Use more than one keyword to narrow search results (e.g., *information management* and *corporate*).

**NOTE THE VOCABULARY** used in job postings in your field and incorporate specific keywords in job searches. Be sure these keywords also appear in your resume and cover letter and that you'll be comfortable addressing those topics in an interview.

**EVALUATE THE JOB SITE'S INTERFACE.** What search filters are available to refine your search results? Test the search capabilities to determine whether you can use wildcards, exact phrases, or Boolean operators such as AND, OR, NOT, or NEAR to limit or broaden your search results.

# METHODOLOGY - OVERVIEW

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Data from 1540 job postings, representing all 50 states and Washington, D.C. were collected over a 10-week period between February 1<sup>st</sup> and April 14<sup>th</sup>, 2023. A random sample of 400 job postings from the collection data was analyzed further for specific language with respect to job duties and skills.

The data collected include job posts that require advanced degrees other than LIS when the qualifications overlapped significantly.

Job announcements were excluded if they did not contain LIS-related duties or skills.

# METHODOLOGY - DATA COLLECTION

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Job listings were collected from academic and public institutions, K-12 schools, hospitals, law firms and legal groups, businesses, government agencies, nonprofit organizations, and cultural institutions.

Searches were conducted across 19 job boards from February 1st to April 14th, 2023. The data may reflect workforce effects of the Covid-19 pandemic. The long-term impact on the workplace is still evolving.

*Note: Specific employment fields may experience annual cycles of job posting; this may have an impact on the findings gleaned in this "snapshot" analysis.*

# METHODOLOGY - DATA POINTS

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

- Employer Name, Location, Organization Type
- Position Title, Job Type
- Job-Specific Experience (Required, Preferred, Not Specified)
- Minimum Degree (Post-Graduate, Bachelors, Associates, High School, Not Specified)
- MLIS Degree (Required, Preferred, Not Specified)
- Position Duties
- Skills Required/Desired

# LIS JOB SITES SEARCHED



**Archives Gig**



# GENERAL JOB SITES SEARCHED

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*asis&t*

indeed

LinkedIn

 idealist

USAJOBS

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 ZipRecruiter

MONSTER

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This *2023 MLIS Skills at Work: A Snapshot of Job Postings* report is presented by the San José State University [School of Information](#).

For more information, see the iSchool's [Career Development](#) website as well as the Career [webcasts](#) and [podcasts](#).



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