MLIS SKILLS AT WORK

A Snapshot of Job Postings
Spring 2019

SJSU | SCHOOL OF INFORMATION

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Introduction

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

Data were collected between February and April 2019 through a survey of job duties and qualifications from 400 recent job postings for library and information science (LIS) professionals, sourced from both general and LIS-specific job search sites.

Analysis of the data reveals insights about the current job market and how it is trending, and can help LIS professionals and students prepare themselves to engage in this market either as a job candidate or a hiring decision-maker.

Audience

It is our hope that this report will be useful for:

- Future students who may be exploring career paths for information professionals

- Current students getting ready to enter the job market

- Practitioners who may be considering how they might expand their career options

- Information center leaders, responsible for creating and recruiting for tomorrow's jobs

Trends Overview 1

- **Increasing demand for project management skills appears across career types, but specifically in the public, academic, and business fields.** This does not necessarily mean supervising others, but often refers to organizing a complicated task and collaborating with other departments or organizations to complete it. The ability to collaborate is important to employers.

- **Project management skills may or may not be clearly listed as such.** They are also characterized by a variety of individual skills such as *planning and organizing projects*, *overseeing large and long-term projects*, and *supervising or leading a team project*.

- In addition to the interpersonal and communication skills previously highlighted in the 2018 MLIS Skills at Work report, **employers are also requesting that experience working with and serving diverse communities accompany professional and customer-oriented communication skills.**

Trends Overview 2

- **Previous experience continues to be an important trend for working in an MLIS degree-related position.** Most jobs require or prefer experience in an information setting.

  If you don't have experience, be sure to take the time to fit in an internship (physical or virtual) into your MLIS program. If you cannot get experience in a library, consider the possibility of practicing your field-specific skills, such as *cataloging*, *customer service*, *research*, or *digital asset management* for non-library organizations.

- **Supervising and managing staff is also an increasingly popular skill and job duty.** 38% of job duties include broad goal-setting and strategic-planning skills indicative of management positions, and 31% of postings list supervising staff as a job duty.

Trends Overview 3

- **In public libraries, 60% of postings include public speaking, public relations, and/or community outreach as desirable skills.** Whether it be adult, teen, or children's services, public librarians should feel comfortable and have experience communicating with the public confidently and effectively.

- **Structured Query Language (SQL) is quickly becoming a desirable skill across fields,** especially in business and legal positions. This skill was not listed specifically in previous years, so this may be a great time to become familiar with SQL.

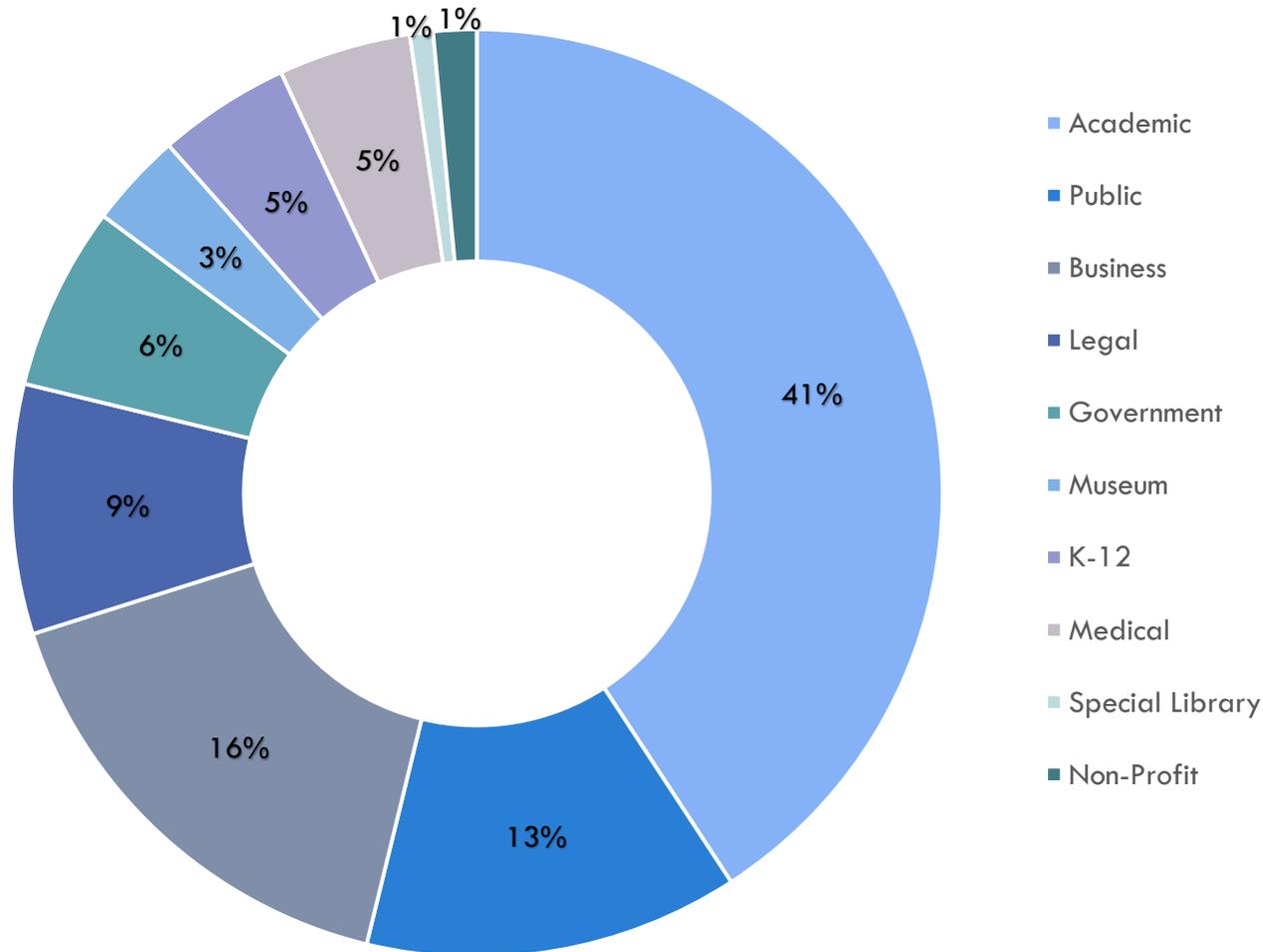- **87% of job postings are for full-time positions.**

  Student takeaway: As stated previously, students are strongly encouraged to take on internships and volunteer opportunities if they have not been employed in the field. In addition, consider how your previous job experience can relate to your future MLIS career and be sure to highlight those skills in your resume and cover letter.

Data Analysis and Presentation of Findings

The following 8 slides address these key data points:

- Types of Employing Organizations

- Expanding Opportunity: Legal/Law and Business Organizations

- Representative Job Titles

- Skills Most In Demand By Employers

- Representative *Specialized* Skills

- Job Duties Listed Most Frequently

- MLIS Required or Preferred

- Job-Specific Experience Requirements

Types of Employing Organizations

Academic — 41%
Public — 13%
Business — 16%
Legal — 9%
Government — 6%
Museum — 3%
K-12 — 5%
Medical — 5%
Special Library — 1%
Non-Profit — 1%

Librarian positions in universities, colleges, and public libraries make up just over half (55%) of the job postings. This figure has remained fairly steady over all previous years.

The opportunities in legal library services, however, have doubled since the 2018 report.

Expanding Opportunity: Legal/Law & Business

Postings with "Analyst" or "Librarian" in Job Title
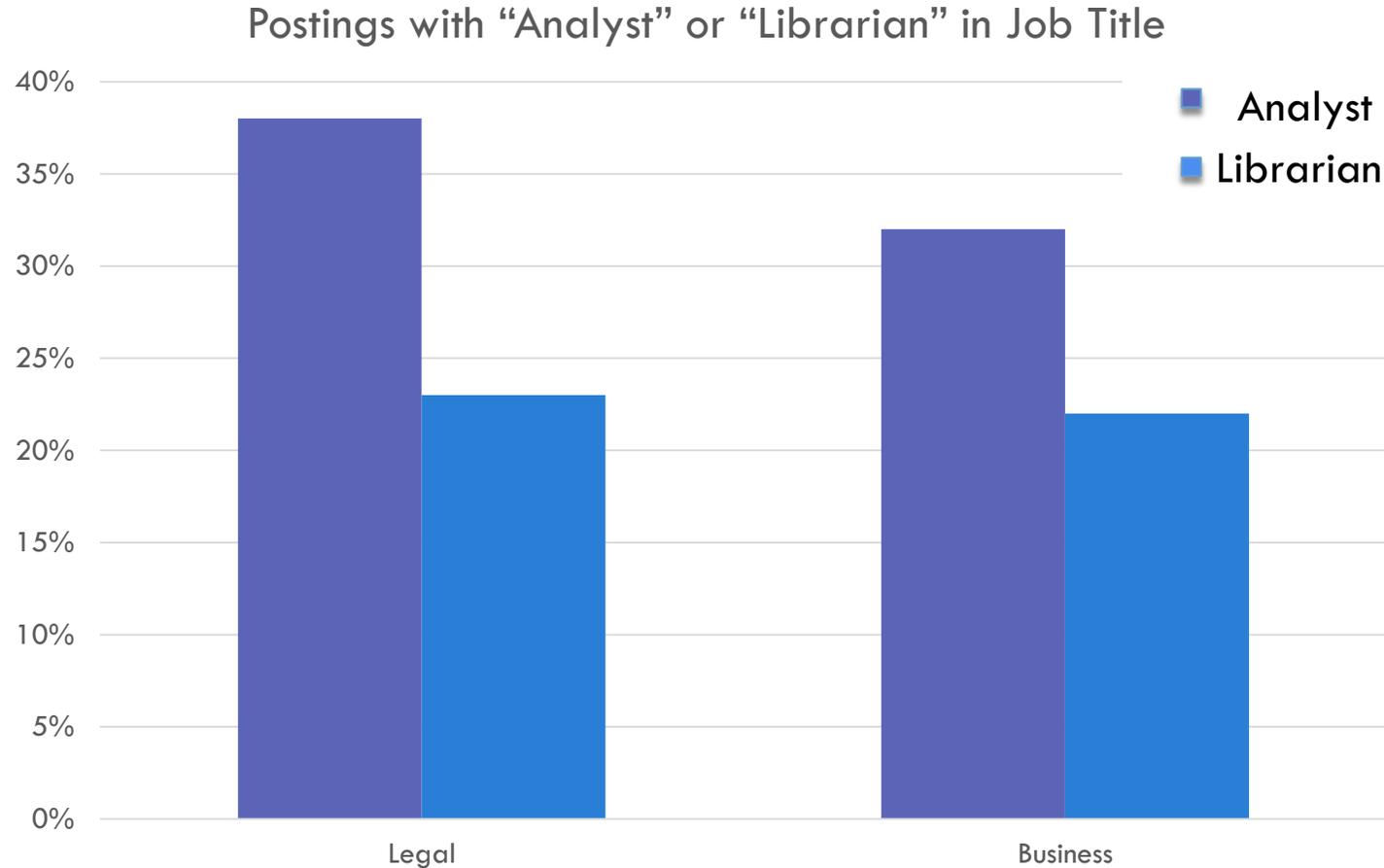
- Some fields are moving away from "traditional" library vernacular and terminology. The legal/law and business information professions tend to use the word "Analyst" instead of or in addition to the word "Librarian."

- Opportunities in both these fields have increased significantly from 2018: by 100% and 18%, respectively.

- If you want to work in either of these fields, pay special attention to the vocabulary used in job postings, and tailor your application accordingly.
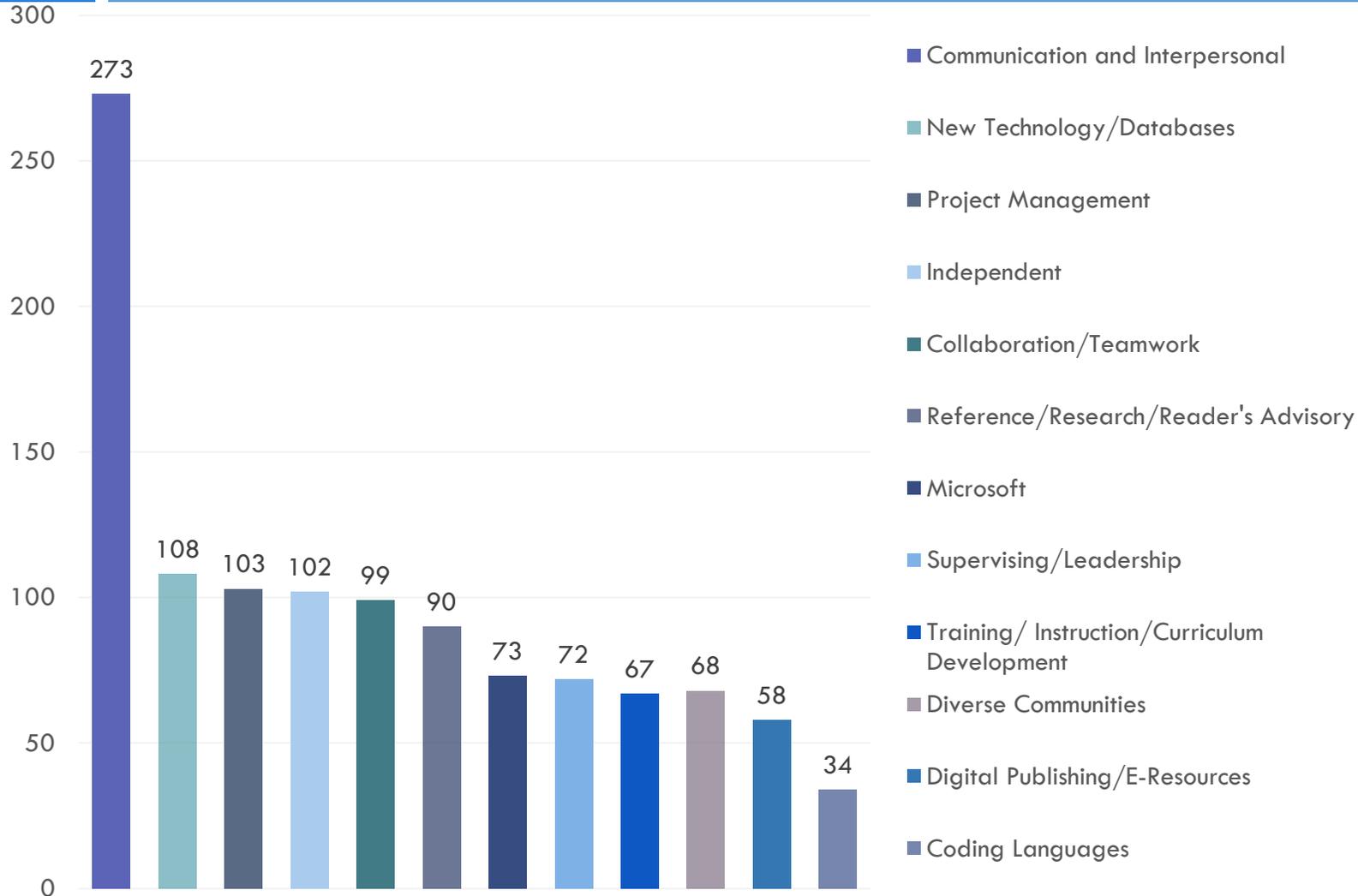
Representative Job Titles

As you will see in the following "MLIS Skills at Work" report analyses, library and information science (LIS)-related jobs are found in many job listings or opportunities that don't necessarily include the word "library," although many do. The following representative job titles reflect some of the diverse ways LIS knowledge is being applied or described:

- Access Services Supervisor

- Archivist (Archive Assistant; Archival Digitization Specialist; Corporate Archivist; Curator of Archives; Digital Archivist; Lead Processing Archivist)

- Business Resource Center Coordinator

- Cataloging (Cataloger; Cataloging and Metadata Librarian; Music Cataloger; Principal Cataloger; Bibliographer)

- Circulation and Consortial Loan Specialist

- Competitive Intelligence Analyst

- Content Curator

- Data Collection Manager

- Digital Asset Management

- Digital Asset Specialist

- Digital Initiatives Program Manager

- Electronic Services & Content Integration Analyst

- Global Knowledge Expert

- Information Governance Manager

- Information Literacy Instructor

- Manager: Electronic Resources

- Outreach Manager

- Resource or Business Analyst

- Shared Print Operations and Collections Analyst

Skills Most In Demand by Employers

Chart values:
- Communication and Interpersonal: 273
- New Technology/Databases: 108
- Project Management: 103
- Independent: 102
- Collaboration/Teamwork: 99
- Reference/Research/Reader's Advisory: 90
- Microsoft: 73
- Supervising/Leadership: 72
- Training/ Instruction/Curriculum Development: 67
- Diverse Communities: 68
- Digital Publishing/E-Resources: 58
- Coding Languages: 34

Legend:
- Communication and Interpersonal
- New Technology/Databases
- Project Management
- Independent
- Collaboration/Teamwork
- Reference/Research/Reader's Advisory
- Microsoft
- Supervising/Leadership
- Training/ Instruction/Curriculum Development
- Diverse Communities
- Digital Publishing/E-Resources
- Coding Languages

- Interpersonal and excellent communication skills remain critical for success in MLIS environments.

- The term "New Technologies" encompasses all iterations relating to *interest in, familiarity with, or experience with new and emerging technologies*. This is the first year this skill has been highlighted by employers everywhere as a necessary skill in the field.

- Project management and supervisory experience are also increasingly needed skills.

- Experience working with and serving diverse populations is an additional skill listed most often in academic and public settings, where job postings frequently specified experience with and comfort within diverse communities.
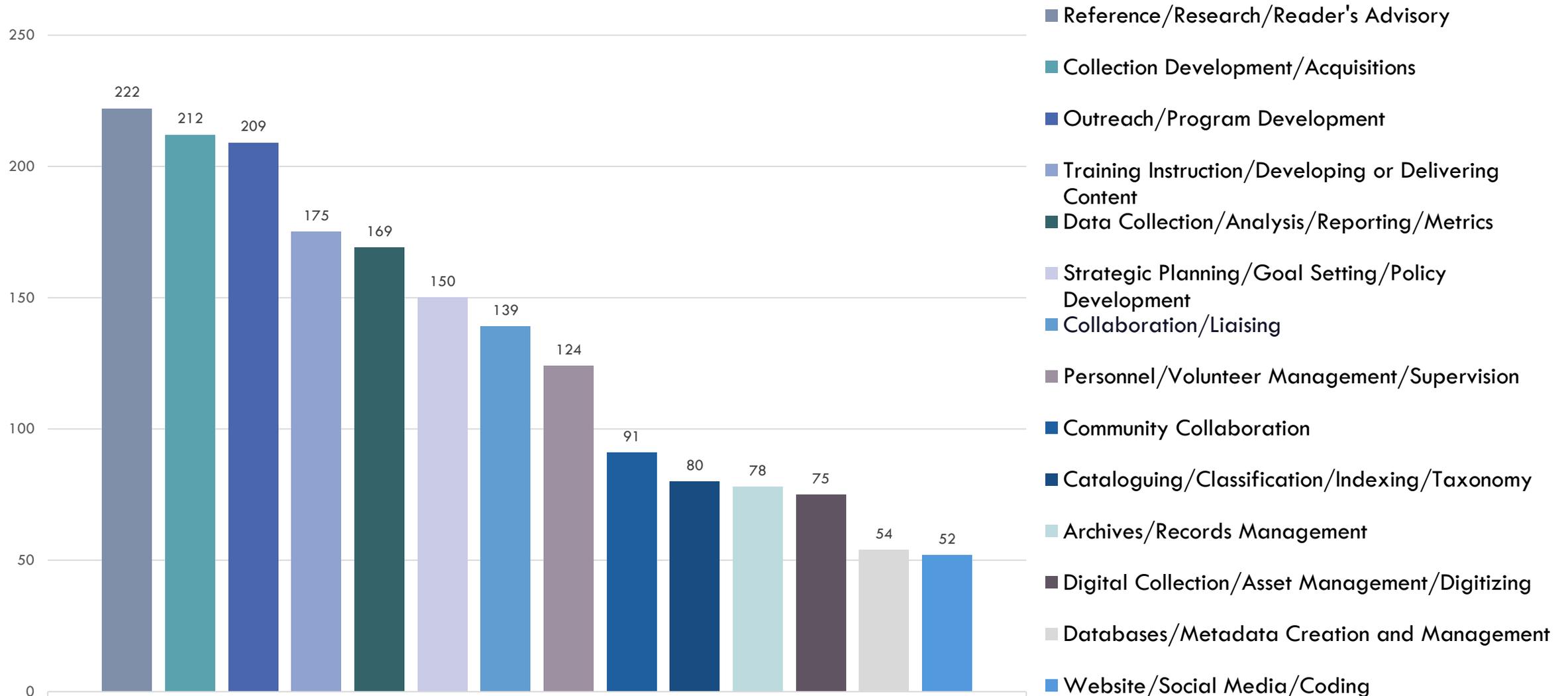
Representative *Specialized* Skills

Similar to the diverse representative LIS job skills identified on slides 11 and 12, the more-specialized skills/duties noted below occurred throughout the job listings.
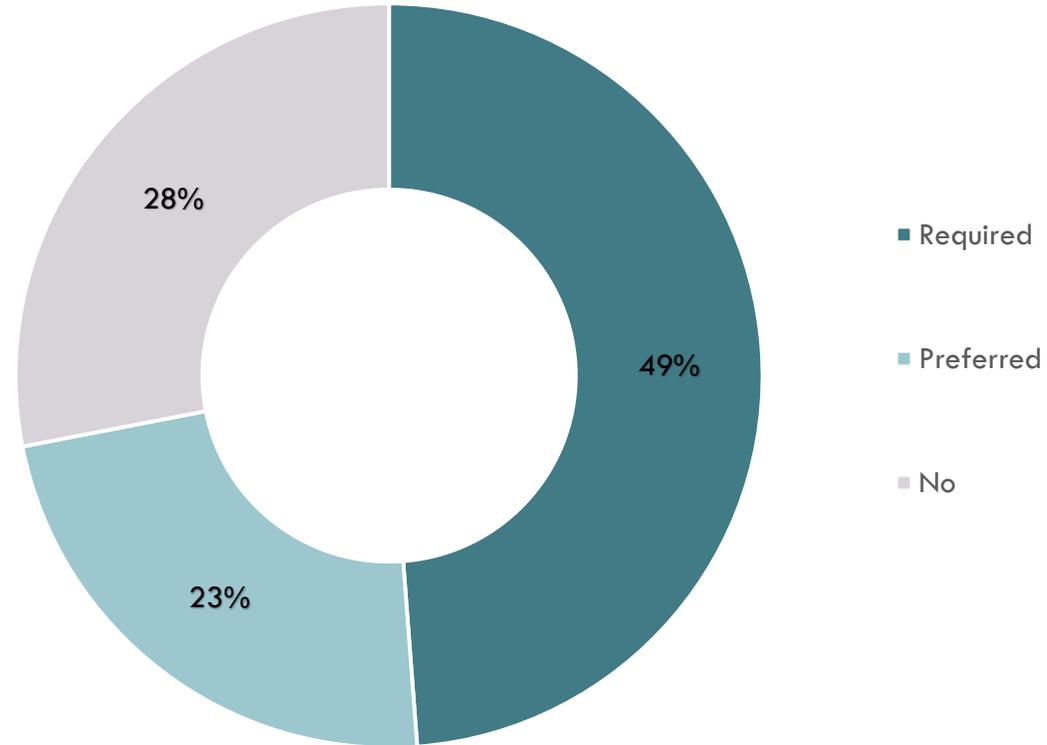
- Art Curation
- Audio/Visual Preservation
- Business Analysis
- Career Support
- Communicating with Teens
- Community Outreach
- Competitive Intelligence
- Data Visualization
- Digitization of Documents and Media
- Early Literacy
- Geographical Information System (GIS)
- Grant Writing/Management
- History Research

- HTML/CSS/JavaScript
- Instructional Design
- Legal Research
- Public Relations
- Marketing/Media Strategy
- Rare Materials Preservation
- Scholarly Publishing
- Science/Health/Pharmaceutical Research
- Social Media
- Sequential Query Language (SQL)
- Statistical Software
- Supervising and Leadership
- Systems Administration

Job Duties Listed Most Frequently

Bar chart showing job duties listed most frequently:
- Reference/Research/Reader's Advisory: 222
- Collection Development/Acquisitions: 212
- Outreach/Program Development: 209
- Training Instruction/Developing or Delivering Content: 175
- Data Collection/Analysis/Reporting/Metrics: 169
- Strategic Planning/Goal Setting/Policy Development: 150
- Collaboration/Liaising: 139
- Personnel/Volunteer Management/Supervision: 124
- Community Collaboration: 91
- Cataloguing/Classification/Indexing/Taxonomy: 80
- Archives/Records Management: 78
- Digital Collection/Asset Management/Digitizing: 75
- Databases/Metadata Creation and Management: 54
- Website/Social Media/Coding: 52

MLIS Required or Preferred

Required — 49%

Preferred — 23%

No — 28%

- 72% of the job postings anayzed either required or preferred an MLIS degree.

Job-Specific Experience Requirements

The trend of employers requiring candidates to have "job-specific experience" (for example, in cataloging, instructional design, data analysis and visualization, outreach, etc.), continued with minimal change in 2019.

Bottom line: This is yet another compelling reason to make sure you incorporate a virtual or onsite internship into your iSchool program planning if you don't already have the requisite experience.

	2018	2019	% Change
Experience not required	8%	8%	0%
Experience preferred	7%	9%	+2%
Experience required	85%	83%	**-2%**

Representative Job Titles, Duties, Skills, Specialized Knowledge

Drawn from an analysis of 400 job postings, the following slides present specific job titles, duties, and skills drawn from job postings. They are categorized first by type of work activity or role and second by type of employing organization or environment.

This data snapshot provides a representative but detailed sample of current LIS employment opportunities; demonstrates the diversity of responsibilities associated with current jobs; highlights skills employers are looking for in job candidates and duties associated with positions; and provides sampled information on technologies currently in use across organizations including software, systems, standards, and markup languages among others.

Slides 18-28 present a detailed overview of library and information science (LIS)-related jobs based on *the type of work activity or role performed*. See slides 30-37 for an alternative interpretation of the data based on *the type of employer or employing organization*.

Collection, Acquisition and Circulation

Sample Job Titles	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Sample Job Titles • Initiative Enjoyment Officer • Adult/Children's/Teen Librarian • Access Services Supervisor • Collections and Publication Analyst • Curator of Manuscripts • Cataloging and Electronic Resources Manager • Collection Development Librarian • Digital Content Management Librarian • Deputy Law Librarian for Collections	Selection and ordering of books, serials, electronic materials, resources and gifts; review materials upon receipt	Experience developing strategies for collection development and acquisition in Library or Archives environment with varied formats (print, digital, and audiovisual resources)	Ex Libris Library Management System (ALMA); Commercial and Open Source Integrated Library Systems (ILS)
	Assist patrons with interlibrary loan requests in person, by phone, and email	Demonstrated ability to provide high-quality customer service	Microsoft Office software (Word, Excel, Outlook)
	Review and evaluate e-resources for library acquisitions or e-access; renew licenses and develop best practices for consortia acquisition purchases	Experience managing fiscal resources to create budgets and track income and expenditures	Primo; OCLC
	Orders, renews, and processes all current online and print subscriptions, including claims for non-receipt of issues and replacement of lost issues	Experience with the Ex Libris Library Management System (ALMA); familiarity with databases and web-based resources; ability to populate Integrated Library System (ILS) database using government modified standards	ProQuest; EBSCO
	Utilizes vendor services and professional tools to evaluate and select materials and resources in various physical and digital formats across age groups	Requires problem solving, organizational and analytical skills, and an aptitude for detail-oriented work; skill in interpreting data from many sources in analyzing collection needs	HTML, Javascript

Cataloging and Metadata

Sample Job Titles	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Sample Job Titles - Analyst, Resources, and Systems Manager - Law Library Cataloging and Metadata Assistant - Medical Librarian - Documents Manager - Records Management Specialist - Archives Cataloger - Cataloging Librarian - Electronic and Digital Resources Cataloger - Upper School Librarian - Cataloging and Metadata Analyst	Research current practices and trends for web development and academic libraries	Experience with special collections, RDA and DCRM standards	Resource Description and Access (RDA); AACR2 cataloging rules; Descriptive Cataloging of Rare Books (DCRM) standards
	Manages the cataloging of new materials for library collection, with responsibility for complex and original cataloging in all formats	Experience digitizing materials and managing a digital collection and other digital library-related tasks	Microsoft Office software (Word, Excel, Outlook)
	Contribute to strategic planning, policy discussion, and documentation	Evidence of leadership and aptitude in the field of library metadata services	MARCEdit; Cataloger's Desktop; OCLC Connexion; LCSH; LCC; MARC 21 coding; Classification Web
	Cataloging, classification, authority control, metadata, database maintenance	Excellent communication, interpersonal, organizational, and analytical skills	WorldCat
	Assists in training new or existing staff in cataloging	Advanced knowledge of cataloging rules, standards and practices, including Resource Description and Access (RDA)	Cataloging and Metadata standards - Metadata Objective Descriptive Schema (MODS); BIBFRAME; MARC

Reference and Research

Sample Job Titles

- Reference Librarian
- Public Services Manager
- Reference and Research Librarian
- Electronic Resources and Discovery Librarian
- Art Librarian
- Public Services Librarian
- Library Services Manager
- Adult Services Reference Librarian
- Training and Research Librarian
- Law Library Desk Assistant
- Global Knowledge Expert

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Select, manage, and evaluate information resources that support the curricular and research needs of the faculty and students of assigned departments	Experience providing reference service to patrons; must be able to provide library services in English and Spanish	Westlaw; LEXIS
Provides programming and outreach to meet the needs of a culturally, ethnically and linguistically diverse community	Experience searching medical databases such as MEDLINE and Embase	Microsoft Office software (Word, Excel, Outlook)
Assists scholars and researchers in finding significant records relating to the subject under consideration, and advises them of relevant records in both the Manuscript Division and in other repositories	Knowledge of the principles, concepts, and techniques of library science	Statistical Analysis Software (SAS, Stata)
Perform statistical analyses and create data visualization representing research and analysis	Experience with tools and strategies for searching literature databases and other third-party sources	Springshare LibGuides; GALILEO
Research topics for lawyers writing articles and presenting speeches	Expert proficiency in online, case law research and legal databases	MEDLINE/PubMed; CINAHL; EBSCO; ProQuest

Outreach, Programming and Instruction

Sample Job Titles

- Emerging Technology Librarian
- Children's Librarian
- Outreach Manager
- Librarian for Outreach and Marketing
- Public Services Manager
- Outreach Librarian
- Digital Librarian
- Juvenile Detention Center Librarian
- Business Analyst
- Innovation Librarian
- Community Engagement Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Create and deliver programs that enhance the library's role in student instruction, faculty scholarship, and staff initiatives	Effective communication and presentation skills	Springshare LibGuides
Provide instruction and reference services; work collaboratively with staff throughout the library to demonstrate the value of the library	Experience teaching library instruction using information literacy concepts; working knowledge of a variety of electronic databases and technology applications	Microsoft Office software (Word, Excel, Outlook)
Provide on-site digitization service and oral history recording for members of the community who want to share their personal artifacts and stories	Leadership skills and the ability to take ownership of a project within a complex administrative structure	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); Content Management System (CMS)
Create LibGuides and other instructional aides to promote the use of Special Collections and University Archives materials to support the curriculum	Demonstrated understanding of active learning pedagogies and/or inquiry-based learning	Adobe Photoshop
Develop and facilitate outreach programs and act as a liaison with library, university and/or community groups to coordinate and promote library instruction	Demonstrated organization and problem-solving skills	Twitter, Facebook, Pinterest (Social Media); Listservs; Google Analytics

Leadership, Management and Administration

Sample Job Titles	Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Sample Job Titles - Director of Collection Strategies - Library Director - Director - Library Services Manager - Head of Curatorial Research - Branch Manager - Associate Dean for Library, E-Learning, and Learning Support Services - Manager of Library Archives and Cataloging - Head of Special Collections	Responsible for overall operations of the library; provides leadership and Strategic Planning: creation, execution, and management	Ability to lead professional learning to cultivate broader understanding of the skills that embody success in a digital age (e.g., critical thinking, creativity, innovation, information literacy, digital citizenship, technology competencies, etc.)	Instructional Design Software
	Oversees and is responsible for overall fiscal management of the Library managing finances, administering the operating budget, monitoring expenditures and revenue, forecasting trends, and developing annual budgets	Excellent managerial, financial, planning and analytical capacity	Microsoft Office (Word, Excel, Outlook)
	Represents the interests of the Library to the community and other governmental and professional organizations	Ability to communicate with diverse groups; experience with grant writing, funding	
	Develops the overall vision, goals and objectives of the Library, integrating the ideas of the public and boards	Ability to handle critical incidents and resolve conflict; relationship-building skills	

Archives and Preservation

Sample Job Titles

- Director of World Music Archives and Music Librarian
- Head, Special Collections and Archives
- Archives Cataloger
- Museum Archivist/Curator
- Assistant Archivist
- Curator of Manuscripts
- Instruction Librarian/Archivist
- Research and Instructional Services Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Use ACMS platform to manage, organize, and process archival materials and collections	Team player attitude - strive for excellence, demonstrate flexibility and reliability	Archival Collections Management Software (ACMS)
Implement library-wide programs to preserve digital and physical assets; provide leadership, direction for comprehensive library preservation programs; define and prioritize needs, establish and implement goals in alignment with library's strategic direction	Extensive knowledge of digital archives and emerging digital curation practices; experience with issues related to the preservation of various formats	Microsoft Office software (Word, Excel, Outlook), ArchivesSpace
Provide on-site digitization service and oral history recording for community members who want to share personal artifacts and stories	Leadership skills and the ability to take ownership of a project within a complex administrative structure	Encoded Archival Description (EAD); Extensible Markup Language (XML) and Hypertext Markup Language (HTML)
Create LibGuides and other instructional aides to promote use of Special Collections, University Archives materials to support the curriculum	Demonstrated understanding of active learning pedagogies and/or inquiry-based learning	Metadata Objective Descriptive Schema (MODS) and Preservation Metadata Implementation Strategies (PREMIS); Open Archival Information System (OAIS)
Develop and facilitate outreach programs, liaise with library, university and/or community groups to coordinate and promote library archives instruction	Demonstrated organization and problem-solving skills	Adobe Photoshop; Twitter, Facebook, Pinterest (Social Media); Listservs; Google Analytics

Data Management, Analysis and Preservation

Sample Job Titles

- Digital Scholarship and Data Mining Librarian
- Engagement and Inclusion Librarian
- Public Programming and Community Engagement Specialist
- Senior Manager for Data Analysis and Integration
- Data Curator
- Data Analyst
- Business Analyst
- Legal Analyst
- Competitive Intelligence Officer
- GIS Data Manager-Data Integrity

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Responsible for identifying, licensing, organizing, and analyzing external data in support of key business goals; data migration projects	Ability to collaborate across the community to develop and provide coordinated support for data management and curation that is responsive to local needs	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); Structured Query Language (SQL); Javascript
Define, implement, enhance, and maintain data management procedures, methodologies and tools, in alignment with enterprise standards	Strong skills with Excel, SharePoint, database technology, and self-service business intelligence tools	Metadata Objective Descriptive Schema (MODS) and Preservation Metadata Implementation Strategies (PREMIS); Open Archival Information System (OAIS)
Lead development of programmatic support for qualitative, quantitative, and geospatial data services; support digital competencies program	Knowledge of quantitative and qualitative analysis, geospatial and data visualization tools	Linux/Unix; Ex-Libris; Oracle; Visual Basic; GIS tools
Leads a service-oriented team of library technologists responsible for the access, integrity, interoperability, and delivery of data across library systems	Prior experience working with statistical data, demonstrated expertise in the intersection of library environments and the user experience	Microsoft Office software (Excel); SharePoint

Digital Initiatives, Integration and Management

Sample Job Titles

- Digital Assets Librarian
- Digital Projects Librarian
- Digital Content Librarian
- Special Collections and Digital Initiatives Librarian
- Digital Asset Management Specialist/Librarian
- Digital Systems Librarian
- Senior Asset Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Responsible for the creation and maintenance of a metadata/ taxonomy governance plan necessary to maintain the library division's digital collections	Ability to understand Excel, digital asset basics and metadata basics; logic and subjective reasoning skills are key	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS)
Oversee the implementation of a new DAM [digital asset management] solution (including the migration of data) and oversee the relationship with the DAM system vendor	Demonstrated knowledge and experience with open source digital repository systems and related technology including Audit/Fixity software, file forensics, media conversion, and editing metadata for digital objects, especially MODS and FOXML	Oxygen XML editor; Metadata Objective Description Schema (MODS); Fedora Object XML Extensive Markup Language (FOXML)
Responsible for multimedia collection development, multimedia collection maintenance, multimedia related research, all forms of distribution for the collection, and the creation of digital content for the collection and/or repository	Experience with digital still image capture, video production, audio production, digital repositories, creation of metadata and digital asset management	SQL (query language); digital single lens reflex cameras, flat-bed scanners, photo and video studio equipment; post-production software and hardware; knowledge of projectors
Markets library services; composes written materials for use in promoting library resources and programs through emerging media	Experience in preservation and promotion of specialized collections, planning and executing digital projects	Drupal and Omeka (content management systems)

Information Management

Sample Job Titles

- Information Governance Manager
- Records and Information Management Specialist
- Information and Data Management Officer
- Global Knowledge Expert
- Knowledge Management Specialist
- Product Information Manager
- Business Information Manager

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Assist in development of an enterprise-wide electronic records management strategy; provide subject matter expertise to and collaborate with the Enterprise Technology Services and Procurement departments in the analysis, selection and implementation of electronic content management technology for the company	Strong project management skills, targets and achieves results, delivers on commitments and prioritizes tasks	Enterprise Content Management (ECM) Systems
Analyzes business and records processes to improve retention requirements; monitors records program in all areas for compliance and quality assurance	Knowledge of records information management (RIM) programs, operations and structure; good communication skills, strong attention to detail	Microsoft Office Suite
Works closely with internal customers to formulate search strategies, identify data sources, retrieve digital information, and consult on digital data curation processes, procedures, and policies	Ability to clearly present information to a variety of technical and non-technical audiences, collaborate within a team, while also demonstrating individual initiative	Metadata Objective Descriptive Schema (MODS) and Preservation Metadata Implementation Strategies (PREMIS); Open Archival Information System (OAIS)

Information Systems and Technology

Sample Job Titles

- Digital Scholarship Librarian
- Legal Technology and Research Librarian
- Authority Metadata Librarian
- Metadata Librarian
- Discovery and Delivery Systems Librarian
- Systems and Data Services Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Performs data entry and more complex functions associated with online catalog maintenance and integrated library/print management systems	Data Conception: Ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); ArchivesSpace; PRIMO; Ex-Libris (Alma LSP)
Customize Discovery Layer interface using HTML and Javascript	Demonstrated experience supporting web technologies such as HTML, XML, Javascript, and/or CSS	Online Computer Library Center (OCLC) Identifier Management Systems – Library of Congress Name Authority File (LC/NAF), ORCID, ISNI, DOI
Analyze discovery requirements for digital library projects, identifying and mitigating obstacles to efficient metadata workflows	Familiar with linked data concepts and Semantic Web	Javascript; Extensible Markup Language (XML); SQL; Drupal
Maintain digital collection software; in conjunction with the DHI Lead Designer and Software Engineer, Library Information Systems Specialist, and Unix/HPC System Administrator, responsible for maintenance and configuration of digital collections software	Experience with the Alma LSP (Ex-Libris); Experience with web discovery services, link resolvers, OpenURL/Z39.50, knowledge base maintenance, proxy and authentication services (EZproxy, Shibboleth)	Metadata Objective Descriptive Schema (MODS); Unix/Linus Operating System; Integrated Library Systems (ILS)

Web Services, User Experience and Social Media

Sample Job Titles

- Senior Research Assistant and Information Specialist
- Instructional Outreach Librarian
- Librarian III
- Technology Instruction Librarian
- Engagement and Inclusion Librarian
- User Experience (UX) Manager
- Digital Content Specialist
- Teen Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Develop and maintain library webpage and social media presence	Strong computing skills; willingness to learn new skills	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); XML; Python
Expand the library's social media presence and increase engagement with the user community	Knowledge of and ability to learn new technologies; knowledge of HTML and CSS	Digital humanities tools and standards such as TEI, text mining, and data visualization tools
Design and implement innovative online exhibits of resources (special collections)	Demonstrated knowledge of web design, including experience with markup (HTML), style sheet (CSS), and scripting (Java Script) languages commonly used to develop websites	Dublin Core; Resource Description and Access (RDA); Metadata Objective Descriptive Schema (MODS)
Market library services; compose written materials for online use in promoting library resources and programs through emerging media	Prior experience working with statistical data, demonstrated expertise in the intersection of library environments and the user experience	Social media platforms (Facebook, Twitter, Instagram, Snapchat) and how to use for marketing, instruction, and outreach
Develop, troubleshoot, debug, configure and maintain front-end website(s) with relevant, accurate, and timely information	Hands-on experience creating and/or supporting web-accessible electronic interfaces for databases using advanced technologies	Unix/Linux Operating System; Integrated Library Systems (ILS)

Job Data by Type of Employer or Organization

As noted, many activities and types of LIS work may be found across a diverse spectrum of employers and organizations, including education institutions, corporations, nonprofits, community and civic foundations, research centers, and more.

Drawn from an analysis of 400 job postings, the following slides present a detailed overview of Library and Information Science (LIS)-related jobs based on the type of employer or organization for which the work is performed.

Public Libraries

Sample Job Titles

- Outreach Manager
- Youth Services Librarian
- Lead Records Specialist
- Librarian I/II/III
- Resource Center Coordinator
- Teen Librarian
- Business Analyst
- Records Management Coordinator
- City Librarian
- Adult Services Librarian
- Historical Research Specialist
- Branch Manager

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Manage and supervise daily operations; implement policies and procedures; and assist with the development of annual goals	Ability to manage multiple ongoing projects in accordance with Project Management principles	Microsoft Office Suite (Outlook, Word, Excel)
Develop, organize, plan, and deliver regular programming aimed at children, teens, or adults, that appropriately highlight library resources, serve a need for the community, and are in line with the organization's strategic plan, goals, and values	Functional knowledge of the theory and practice of reference services, children's literature and child development; American sign language skills; ability to speak Spanish; strong leadership skills to inspire and foster creativity and innovation with staff; grant-writing experience	Integrated Library Systems (ILS); Machine Readable Cataloging (MARC)
Responsible for maintaining and developing library collections that are responsive to the needs and interests of the community	Ability and willingness to speak publicly and engage in comprehensive community outreach to develop relationships and partnerships suited for a modern public library	Computers; Windows; Internet search tools; Google, Facebook, Twitter, WordPress (social media)
Answer patron reference and readers' advisory questions in person, over the telephone and by e-mail, using materials in a variety of formats (e.g., books, periodicals, newspapers, microfilm, and indexes, public online catalog, online resources and the Internet)	Customer service skills, knows reference materials in a variety of formats; analytical ability to understand and solve unusual or difficult reference questions by supplying information well-suited to the user, strong technology skills	E-readers, tablets, mobile devices; OCLC; WorldShare; EBSCO; ProQuest; Ancestry

College, University and Research Libraries

Sample Job Titles

- Special Collection Librarian
- Cataloging and Metadata Librarian
- Access Services Librarian
- Information Research Specialist
- Digital Resources Management Librarian
- Acquisitions Librarian
- Digital Scholarship and Open Education Librarian
- Electronic Resources and Discovery Librarian
- Data/Information Literacy Librarian
- Information Science and Data Lecturer
- Public Policy Archivist
- Digital Resources Specialist

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Teach online instructional courses on information literacy, library resources, and data science	Demonstrated ability to analyze, implement and adapt to evolving technologies	Encoded Archival Description (EAD); Extensible Markup Language (XML) and Hypertext Markup Language (HTML); SQL
Collaborate with faculty to promote information literacy and proficiency in research techniques	Working knowledge of digital archives procedures/standards	Dublin Core; Resource Description and Access (RDA); AACR2 cataloging rules
Take an active role with the developments in the online learning community, trends in the management and provision of library information resources and other related issues	Ability to participate in library and campus committees for service purposes	Metadata Objective Descriptive Schema (MODS) and Preservation Metadata Implementation Strategies (PREMIS); Open Archival Information System (OAIS)
Provide consultation and reference services on finding and using data, educate the community on best practices for data use, collection, management and preservation	Commitment to fostering a diverse educational environment and workplace; experience designing LibGuides	Machine Readable Cataloging (MARC); OCLC Connexion; Sharepoint
Respond to, anticipate, and access user needs	Experience providing reference and instructional services	ArchivesSpace
Manage the digital preservation life cycle of content and resources in a variety of formats	Competence and sensitivity in working at a university in which students, faculty, and staff are highly diverse	Springshare LibGuides
Create online instructional resources		Microsoft Office

K-12 School Libraries

Sample Job Titles

- Middle School Librarian
- Library Media Technician/Specialist
- Upper School Librarian
- EdTech Specialist
- Head Librarian for Lower and Middle School
- Preschool and Lower School Librarian
- Library Specialist

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Implement a strong, inquiry-based and differentiated research curriculum; work with educators to build and strengthen connections between student information and research needs, curricular content, learning outcomes, and information resources	Prior experience supporting teachers in K-12 curriculum development preferred; strong project management skills preferred; exceptional written, verbal, organizational, and technology skills	Common Core State Standards; NGSS, MTSS and WIDA ELD standards; grant administration, PYP Program Experience
Lead the process of developing and reviewing scope and sequence documents in alignment with International Baccalaureate guidelines, including maintaining and publishing a record of completed Units of Inquiry and all other documentation	Demonstrate a passion for driving student learning and success; experience working with students from diverse backgrounds; ability to design learning experiences for students utilizing established curriculum and standards	STEAM (Science, Technology, Engineering, Art and Mathematic) content and resources
Collaborating with Preschool/Lower School faculty regarding research and literature needs, working with technology integrators, performing reader's advisory for Preschool and Lower School students and faculty, and instructing faculty and students on the use of the library website, databases and catalog.	A demonstrated commitment to social justice, equity, diversity, and inclusion	Microsoft Word, Outlook

Archives, Museums and Cultural Heritage Organizations

Sample Job Titles

- Head of Curatorial Research
- Collections Research Curator
- Metadata Librarian
- Manuscripts and Special Collection Librarian
- Senior Archivist
- Specialist
- Archives Cataloger
- Bibliographer
- Digital Collections Specialist
- Digital Archivist
- Digital Asset Specialist

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Reformat and digitize audio materials on an ongoing basis; organize, catalog and re-house historical sound collections	Familiarity with media asset management systems; knowledge of current archival preservation and conservation best practices; knowledge of digital audio and video formats and storage issues	Adobe Audition, ProTools audio mixing software
Prepare documentation including provenance history for new accessions and research documentation for de-accessioning; coordinate and manage documentation for deeds of gift, bequests, and donations	Knowledge of museum legal and ethical issues; knowledge of research methodology, principles and procedures; excellent project management and leadership skills; strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community	Windows and Mac Platforms; Dublin Core; Machine Readable Cataloging (MARC); Digital Asset Management (DAM) Systems
Teach, train, and collaborate with scholars engaged in research associated with the initiative and the Digital Matters Lab	Experience in university-level teaching, public speaking, and public programming	Digital Matters Lab
Fundraising, lobbying potential donors, reaching out to patrons and developing public relations activities	Training in Library and/or Archives but with knowledge and interest in both areas; understanding of the Puerto Rican experience; a broad knowledge of U.S.-based Puerto Rican communities	Encoded Archival Description (EAD); Extensible Markup Language (XML) and Hypertext Markup Language (HTML); SQL

Government Agencies and Organizations

Sample Job Titles

- Librarian
- Inspector-Technical Services
- Technical Librarian
- Open Source Collection Officer
- Records Manager
- Librarian Specialist
- Head Librarian
- Data Librarian
- Digital Librarian and Research Specialist
- Program Manager

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Establish a sustainable records and information management (RIM) program	Knowledge of records appraisal, retention, protection, disposition and information technology	Dublin Core; Resource Description and Access (RDA); AACR2 cataloging rules
Formulate search strategies, identify data sources, retrieve digital information, consult on digital data curation processes and procedures	Knowledge of records lifecycle, record storage practices, cataloging and classification	Microsoft Office Suite (Word, Excel, PowerPoint)
Provide assistance and training on records management policies and procedures; research, coordinate and comply with records requests; evaluate software systems	Knowledge of federal and state codes used for public records custody, access, and disposition	Sharepoint
Keep current with and provide recommendations on emerging trends, technologies; give presentations before community, staff groups; develop and maintain specialized collections	Proven proficiency in project management, communication, and outreach activities including public event planning, promotion, and social media	Microsoft Exchange e-mail application
Provide administrative support by conducting research and compiling data reports	Knowledge of search techniques; ability to multi-task; effective communication skills	Microsoft Windows Operating System
Hire, train and supervise offenders who work in the library; provide readers' advisory services	Ability to work directly with offenders in a prison environment	Integrated Library Systems (ILS)

Business and Nonprofit Special Libraries

Sample Job Titles

- Documents Manager
- Global Knowledge Expert
- Library Archivist
- Information Scientist
- Business Process Management Librarian
- Information Technology Specialist
- DAM Librarian
- Digital Asset Librarian
- Research Assistant/Librarian
- Contract Analyst
- Metadata Analyst
- Digital Content Librarian
- Content Curator
- Competitive Intelligence Researcher

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Develop and implement global records and information management (RIM) strategy; develop and implement plan to promote strategy	Experience with information and architecture practices including taxonomies, classification schemas, and metadata management	Enterprise Content Management (ECM) Systems; Sharepoint; Documentum
Librarian for clearinghouse; work front reference or circulation desk, ensure accuracy and accountability with all aspects of customer interaction with the library; promote library services	Knowledge of library science, sources, databases and online search strategies; ability to provide marketing support via social media, articles, or other promotional materials	Google Suite; Apple iOS and OS programs; Windows OS; Chrome OS
Evaluate and select materials for various collections and monitor circulation of materials; conduct records inventories of electronic information systems/databases for disposition and scheduling	Strong analytical skills, reading comprehension, and attention to detail; ability to research and monitor current trends, best practices, and developments in the information management industry; ability to collaborate with team members to find solutions	HTML/CSS/JavaScript; SQL
Create new records in the firm's electronic Records Management System (RMS); update RMS while performing daily tasks, including but not limited to, circulation, file creation, file name edits, processing files for off-site, file audits, etc.	Demonstrated experience with information management technologies, including records and information management (RIM) databases, litigation support tools, document management systems, e-mail systems and image capture and data transfer technologies	Microsoft Office (Word, Excel, Access, PowerPoint, Outlook), Integrated Library Systems (ILS)

Legal – Academic, Government and Private Practice

Sample Job Titles

- Library and Knowledge Management Analyst
- Help Desk Analyst
- Librarian-Competitive Intelligence
- Immigration Specialist
- Senior Collection Coordinator
- Reference Librarian
- Competitive Intelligence Analyst
- Business Analyst
- Research Analyst
- Tax Legal Resource Analyst
- Research and Training Librarian
- Law Librarian

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Coordinate and/or perform reference, research, and other services	Ability to work in a fast-paced environment	Computer Assisted Legal Research (CALR); Westlaw; HeinOnline; Bloomberg Law; Google Scholar
Perform library marketing and training services such as departmental presentations, development of pathfinders and user training in manual and electronic resources	Ability to prepare alerts and resource awareness communications for internal clients; ability to conduct orientations regarding research services procedures and uses for new personnel	Microsoft Office (Word, Excel)
Outreach, policy development, acquisitions of legal subscriptions and publications, delivery of electronic tools and resources, budget management	Experience in a legal or law library setting, high proficiency with legal terminology, experience performing legal research with print and electronic resources	Digitizing Records
Support current knowledge practices as well as assist in development and implementation of new knowledge management initiatives, gathering and compiling print collection data to support collection development projects, analyzing Library department data, creating summary reports and updating Library catalogue and intranet pages; conduct legal research	Proficient with MS Word and Excel, using formulas and charts; experience using research databases such as LexisAdvance, Westlaw and Courtlink; demonstrated attention to details, excellent communication skills and strong writing skills	Microsoft Office (Word, Excel); Lexis, LexisAdvance; Westlaw; Courtlink

Medical, Pharmaceutical and Science

Sample Job Titles

- Medical Librarian
- Records Management Coordinator
- Library Specialist
- Electronic Resources Librarian
- Health Sciences Librarian
- Enterprise Information Solutions Manager
- Library Information Specialist
- Associate Librarian, Data Management
- Library Services Manager

Sample Job Duties	Sample Job Skills	Sample Technology/Standards
Provide knowledge-based information retrieval and reference services to internal, external customers	Experience conducting literature searching in health subject areas and knowledge of health sciences literature	Hypertext Markup Language (HTML); Cascading Style Sheets (CSS); JavaScript
Oversee maintenance of paper and computerized records of health system in accordance with applicable laws and regulations	Experience in records management	Microsoft Office (Word, Excel)
Community Outreach: seek and maintain relationships, collaborate with community institutions and leaders to develop and implement outreach programs	A desire to experiment with new approaches to improve library operations and services; creative, takes initiative, and flexible; ability to work collaboratively	Ex Libris applications including Aleph, Primo, and SFX
Active involvement with professional organizations and professional development activities; assist with copyright compliance	Ability to develop and maintain usage reporting for electronic resources; strong understanding of electronic resource management systems	Membership in the Medical Library Association's Academy of Health Information
Collection management; oversee library budget, acquire books, negotiate electronic licenses	Demonstrated ability to manage and train library staff and federal work study students	
Function as advocate and primary library spokesperson for archives, special collections, and records management	Develop, administer special collections for major research library; familiarity with current special collections practices and initiatives including digital strategies	

Recommendations for LIS Job Seekers 1

Getting Started

- Do not underestimate the value of non-LIS experience. The information profession welcomes diverse candidates from various backgrounds. Explore LIS career pathways on the San Jose State University [iSchool website](#) to gain a broad understanding of LIS opportunities.

- Develop your resume. Think about and make a list of the skills you have gained and the duties you have performed through work, school, personal interest, volunteer positions, internships, and extracurricular activities. Compare the information you have collected with the information contained in this presentation to discover transitional skills or duties you can highlight on your resume or discuss in a cover letter or interview.

- Use your communication and collaboration skills to network with others. Begin developing a professional network while you are a student. Get to know and talk to your classmates. Participate in school functions and activities. Become a student member of at least one national professional association and join its local/state chapter. Attend meetings, conferences, and activities where you can meet others in the field. This is a great way to get to know and network with professionals in your area, find out about jobs not being advertised on job boards or websites, and gather tips on when jobs will be posted.

Recommendations for LIS Job Seekers 2

Develop a Personalized Search Strategy

- Use more than one keyword or phrase to search for jobs to save time and help avoid frustration. Before you sit down to perform a job search, draft a list of keywords and concepts to help you formulate search terms. Think about the skills and experiences you've connected to your LIS career. Use those concepts to help think of alternative words or phrases to describe specific LIS skills and terminology related to the information profession.

- Review job postings in your desired field and note the vocabulary used to further increase and specify your search results. Make sure these same words and terminology are featured appropriately in your resume and cover letter.

- Do not rely solely on job-title searches. An excellent search method is to choose a specific software program name, coding language, or other more specialized skill you possess, and use as a search term. This is particularly effective with non-field-related search engines, such as LinkedIn and Indeed, and for individuals seeking careers in non-public entities. (This is less effective on field-specific sites such as the American Library Association [ALA] site.)

- Review and evaluate the platform/interface of the job site. Consider what kind of search filters the site provides to help refine your search results. Test the search capabilities of the site to discover whether the database allows you to use Boolean operators such as AND, OR, NOT, or NEAR to help limit or broaden your search results.

Recommendations for LIS Job Seekers 3

Always Be Developing Your Skills

- Enroll in an internship for credit or apply to be involved with a special project offered through the San José State University iSchool. Contact a local cultural organization, library, or archive and inquire about volunteer/internship opportunities. Opportunities in businesses have increased by 3%, so consider non-traditional venues for skill-specific experience. Virtual or onsite internships, in particular, offer opportunities to practice and master professional-level skills while also building important career relationships.

- Be open and committed to lifelong learning. Begin paying attention to current trends within the information profession. Employers are looking for candidates interested in new trends and technologies across all organization types. Computer programming, coding languages, and advanced software skills are increasingly important.

- Discover and practice using new technologies in the classroom and on your personal time. If course assignments call for the use of various technologies, choose to use the one with which you are unfamiliar. Take the time to explore different web tools, applications, databases, and electronic devices. In this year's scan of job postings, experience with or a willingness to learn about new technologies is the 2nd most commonly listed job skill, while basic computer skills has fallen from #5 in 2017, to not even in the top 15 skills in 2019 – in other words, it's simply taken for granted. Why not get a jumpstart on your tech skills?

Recommendations for LIS Job Seekers 4

Practice, practice, practice

- Take opportunities in school or work environments to manage large or complex projects. Project management is rising as an important skill for LIS professionals across all fields. Practice multitasking or supervising the work of others.

- Find as many opportunities to practice training and teaching, developing curriculum or programs, and delivering instructional content as you can while a student. Read about, research, and gain a solid understanding of information literacy and teaching theory/techniques. Training, curriculum development, and instruction are highly in-demand skills.

- Practice both your LIS-specific skills and your soft skills such as collaboration, communication, and positive engagement at every opportunity during internships.

- Familiarize yourself with current trends associated with working with and for diverse communities. Understanding how intersecting identities, implicit bias, and cultural differences can influence information communities as well as work environments are important competencies for today's information professionals.

- Understand the language of potential employers. For example, if you know you want to work in the medical field, use your class assignments, student professional-association activities, and outside reading to become familiar with the common language of medical and healthcare information professionals.

Recommendations for Job Seekers 5

Finally,

- *If at all possible,* **do not graduate without having gained at least a minimal amount of work experience** in a library or other organization, preferably in the type of library or organization for which you'd like to work.

- Your best option for gaining relevant experience is to be sure to undertake an in-person or virtual internship while you are completing your degree (the San José State University iSchool can help you find an internship that aligns with your interests and circumstances). Even if the only work experience you can manage while a student is through an internship or volunteering, this will **substantially** improve your job prospects.

- Ultimately, you will need to make a strong case for yourself and your skills. Keep abreast of the relevant vocabulary in your field, reach out to practitioners (and alumni) from whom you can learn more about your specific areas of career interest, and actively look for opportunities to practice your skills whether in a library setting or for a non-library organization.

Methodology Overview

- 400 job postings, representing 43 states plus Washington, D.C., were analyzed over an eight-week period between February and April 2019.

- LIS-specific and general job-listing sites were visited on a rotating timetable so that postings were collected from each site over a period of time.

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

Data Collection

- Searches produced job listings at an assortment of organizations, including hospitals, law firms, large corporations, government agencies such as the CIA and Library of Congress, and nonprofit organizations such as the Archdiocese of Cincinnati, The Los Angeles Philharmonic Association, and The Academy of Motion Picture Arts and Sciences.

- Job listings from a vast array of employers across a number of sectors were, understandably, not consistent in format or vocabulary – especially within the Duties and Skills sections. Throughout this inherently subjective activity, however, every effort was made to ensure the maximum consistency possible.

  NOTE: It is possible that specific fields of librarianship experience annual cycles of employment posting; if so, this cyclical pattern may have an impact on the findings gleaned in a single "snapshot" analysis. Consequently, you may want to supplement this report's data collection and analysis with your own, more individualized research if you are interested in a particular career path.

Data Analysis: Data Points

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

- Employer Name, State, Type

- Position Title, Job Type

- Previous Job-Specific Experience – Required, Preferred, Not Required, Not Specified

- MLIS Degree – Required, Preferred, Not Required, Not Specified

- Position Duties

- Skills Required/Desired

LIS Job Sites Searched

- American Association of Law Librarians (allnet.org)

- American Library Association (ala.org)

- American Theological Library Association (atla.org)

- Archives Gig (archivesgig.wordpress.com)

- Association of Research Libraries (arl.org)

- Higher Education Recruitment Consortium - HERC (hercjobs.org)

- LibGig – LAC Group Company (libgig.com)

- Library Journal Job Zone (jobs.libraryjournal.com)

- Society of American Archivists (careers.archivists.org)

General Job Sites Searched

- Career Builder (careerbuilder.com)

- Glassdoor (glassdoor.com)

- Indeed (indeed.com)

- JustJobs (justjobs.com)

- LinkedIn (linkedin.com)

- Monster (monster.com)

- USAJobs (usajobs.com)

- IdeaList (idealist.org)

This *2019 MLIS Skills at Work: A Snapshot of Job Postings* report has been prepared and presented by the San José State University School of Information.

For more information about careers based on library and information (LIS) skills, see the iSchool's Career Development section as well as the Career webcasts and podcasts.

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