



## Automotive Master Mechanics Installation, Maintenance and Repair

Repair automobiles, trucks, buses and other vehicles. Master mechanics repair virtually any part on the vehicle or specialize in the transmission system. Generally, service technicians work indoors in well-ventilated and well-lighted repair shops.

- Examine vehicles to determine how much damage was done.
- Test drive vehicles to determine what isn't functioning properly.
- Repair, adjust and align breaks.
- Perform regular maintenance on vehicles such as oil changes and tune-ups.
- Use computerized diagnostic devices to test for needed repair or upkeep.

### Quick Facts

**National Annual Salary Range** \$22,610-\$65,430  
**Entry-Level Education** Postsecondary non-degree award  
**Number of Jobs in 2016** 749,900  
**Expected Job Openings (2016-2026)** 75,600  
**National Outlook (2016-2026)** 6.1% increase





## Foresters

### Life, Physical and Social Science

Manage public and private forested lands for economic, recreational and conservation purposes. May inventory the type, amount and location of standing timber, appraise the timber's worth, negotiate the purchase and draw up contracts for procurement. May determine how to conserve wildlife habitats, creek beds, water quality and soil stability and how best to comply with environmental regulations. May devise plans for planting and growing new trees, monitor trees for healthy growth and determine optimal harvesting schedules. Workers spend the majority of their time outdoors overseeing or participating in hands-on work.

- Manage and conserve forested land.
- Make a count of standing trees and determine their worth.
- Develop contracts for the purchase of trees.
- Determine how to conserve wildlife habitats, creek beds, water and soil.
- Develop plans for planting and growing new trees.
- Monitor trees for healthy growth.
- Develop forest management plans for public and privately owned forested lands.

### Quick Facts

**National Annual Salary Range** \$40,480-\$84,830  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 12,300  
**Expected Job Openings (2016-2026)** 1,100  
**National Outlook (2016-2026)** 4.9% increase





## Power Plant Operators Production

Control, operate or maintain machinery to generate electric power. Includes auxiliary equipment operators. When operators are on rounds or performing other work outside of the control room, they may be exposed to danger from electric shock, falls and burns.

- Monitor power plant equipment.
- Inspect operating equipment to detect any operating problems.
- Control additional equipment such as pumps, fans, heaters and filters.
- Take readings from charts, meters and gauges.
- Open and close valves and switches as needed.
- Inspect records and logbook entries in order to assess operating status.

### Quick Facts

**National Annual Salary Range** \$45,230-\$103,880  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 36,100

**Expected Job Openings (2016-2026)** 3,200  
**National Outlook (2016-2026)** 1.1% increase



## Construction Managers Management

Plan, direct or coordinate, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, budgeting and implementation. Includes managers in specialized construction fields, such as carpentry or plumbing. Working out of a main office or out of a field office at the construction site, construction managers monitor the overall construction project.

- Plan and direct activities for construction and maintenance of structures.
- Help conceptualize projects and oversee organization.
- Schedule construction processes and implement work schedules.
- Oversee and resolve work procedures, complaints and problems.
- Develop and schedule project steps and budgets to meet deadlines.
- Inspect projects to make sure they comply with building and safety codes.
- Prepare contracts and negotiate revisions, changes and additions.
- Obtain all necessary permits and licenses.

### Quick Facts

**National Annual Salary Range** \$54,810-\$159,560 **Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 403,800  
**Expected Job Openings (2016-2026)** 33,200  
**National Outlook (2016-2026)** 11.1% increase





# Doctors, Internists, General Health Care Practitioner and Technical

Diagnose and provide nonsurgical treatment of diseases and injuries of internal organ systems. Provide care mainly for adults who have a wide range of problems associated with the internal organs.

- Provide treatment for disease or injury.
- Examine patient to determine the nature of the disease or injury.
- Diagnose the problem and recommend treatment.
- Review treatment options including medications and nonsurgical procedures.
- Write prescriptions for medications.
- Discuss alternatives for treatment.

## Quick Facts

**National Annual Salary Range** \$58,770 to N/A  
**Entry-Level Education** Doctoral or professional degree  
**Number of Jobs in 2016** 49,800  
**Expected Job Openings (2016-2026)** 2,100  
**National Outlook (2016-2026)** 14.5% increase



## Surgeons Health Care Practitioner and Technical

- Physicians who treat diseases, injuries and deformities by invasive, minimally invasive or non-invasive surgical methods, such as using instruments or appliances or by manual manipulation.
- Operate on patients to correct physical problems.
  - Examine patient to obtain medical information.
  - Analyze patients' medical history and examination results to determine if surgery is needed.
  - Develop treatment plans for before and after surgery.
  - Follow established surgical techniques during the operation.
  - Direct the activities of nurses, assistants and specialists.
  - Make sure the instruments and surgery rooms are sterile.
  - Discuss the need for surgery with patients and make sure they understand what surgery will be like.

### Quick Facts

**National Annual Salary Range** \$88,360 to N/A  
**Entry-Level Education** Doctoral or professional degree  
**Number of Jobs in 2016** 45,000  
**Expected Job Openings (2016-2026)** 1,900  
**National Outlook (2016-2026)** 14.4% increase





## Veterinarians Health Care Practitioner and Technical

- Diagnose, treat or research diseases and injuries of animals. Includes veterinarians who conduct research and development, inspect livestock or care for pets and companion animals.
- Treat animals for illnesses and injuries.
  - Examine animals to determine what is wrong.
  - Teach animal owners how to care for their animals.
  - Prescribe medication, set broken bones and bandage wounds.
  - Collect body samples for examination and analysis.
  - Give animals shots to prevent various diseases.
  - Train and supervise workers who handle and care for animals.
  - Study dead animals to determine why they died.

### Quick Facts

**National Annual Salary Range** \$53,980-\$159,320  
**Entry-Level Education** Doctoral or professional degree  
**Number of Jobs in 2016** 79,600  
**Expected Job Openings (2016-2026)** 4,500  
**National Outlook (2016-2026)** 18.8% increase



## Surgical Assistants Health Care Practitioner and Technical

Assist surgeons during surgery by performing duties such as tissue retraction, insertion of tubes and intravenous lines or closure of surgical wounds. Perform preoperative and postoperative duties to facilitate patient care.

- Help surgeons prepare for surgery and operate on people.
- Maintain the operating room as instructed by the surgeon.
- Sterilize and prepare surgical instruments.
- Position patients on operating table as needed for the surgery being performed.
- Instruct person administering anesthesia about how much to administer.
- Control patient bleeding during surgery.
- Monitor patients after surgery to insure proper healing.

### Quick Facts

**National Annual Salary Range** \$27,560-\$72,390  
**Entry-Level Education** Postsecondary non-degree award  
**Number of Jobs in 2016** 127,800  
**Expected Job Openings (2016-2026)** 11,000  
**National Outlook (2016-2026)** 19.6% increase





# Veterinary Technologists and Technicians

## Health Care Practitioner and Technical

Perform medical tests in a laboratory environment for use in the treatment and diagnosis of diseases in animals. Prepare vaccines and serums for prevention of diseases. Prepare tissue samples, take blood samples and execute laboratory tests, such as urinalysis and blood counts. Clean and sterilize instruments and materials and maintain equipment and machines. May assist a veterinarian during surgery.

- Prepare and administer medications, vaccines and treatments prescribed by veterinarians.
- Collect, prepare and label samples for laboratory testing.
- Care for and monitor the condition of animals recovering from surgery.
- Assist veterinarian with physical examinations of animals.
- Clean and sterilize instruments, equipment and materials.
- Take and develop x-rays of animals.
- Do laboratory tests on blood and other bodily fluids to determine what is wrong.

### Quick Facts

<b>National Annual Salary Range</b>	\$22,880-\$49,350
<b>Entry-Level Education</b>	Associate degree
<b>Expected Job Openings (2016-2026)</b>	10,700
<b>Number of Jobs in 2016</b>	102,000
<b>National Outlook (2016-2026)</b>	20.0% increase



# Laboratory Technologists Health Care Practitioner and Technical

Perform complex medical laboratory tests for diagnosis, treatment and prevention of disease.  
May train or supervise staff.

- Perform complex medical laboratory tests.
- Run test on specimens to diagnose diseases.
- Determine the appropriate treatment for diseases.
- Work to develop treatment for the prevention of disease.
- Supervise or train staff.

## Quick Facts

**National Annual Salary Range** Data Not Available  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 171,400  
**Expected Job Openings (2016-2026)** 12,900  
**National Outlook (2016-2026)** 11.6% increase





# Archeologists Life, Physical and Social Science

Conduct research to reconstruct record of past human life and culture from human remains, artifacts, architectural features and structures recovered through excavation, underwater recovery or other means of discovery.

- Interpret the age and origin of objects and structures from the past that are found.
- Set up work stations to dig in locations where objects have been found.
- Clean, restore and preserve items found.
- Map and record exact locations where items have been found.
- Present findings to the public.

## Quick Facts

**National Annual Salary Range** \$36,390-\$99,580  
**Entry-Level Education** Master's degree  
**Number of Jobs in 2016** 7,600  
**Expected Job Openings (2016-2026)** 700  
**National Outlook (2016-2026)** 4.0% increase





# Meteorologists

## Life, Physical and Social Sciences

Investigate atmospheric phenomena and interpret meteorological data, gathered by surface and air stations, satellites and radar to prepare reports and forecasts for public and other uses. Includes weather analysts and forecasters whose functions require the detailed knowledge of meteorology.

- Inform people about what the weather conditions are or will be in the near future.
- Measure wind, temperature and humidity to determine the effects of these on the weather.
- Use past weather conditions to predict current conditions.
- Use weather balloons and other atmospheric equipment to determine conditions in the upper atmosphere.

### Quick Facts

**National Annual Salary Range** \$50,180-\$138,250

**Entry-Level Education** Bachelor's degree

**Number of Jobs in 2016** 10,400

**Expected Job Openings (2016-2026)** 900

**National Outlook (2016-2026)** 12.5% increase





# X-Ray/Radiologic Technicians Health Care Practitioner and Technical

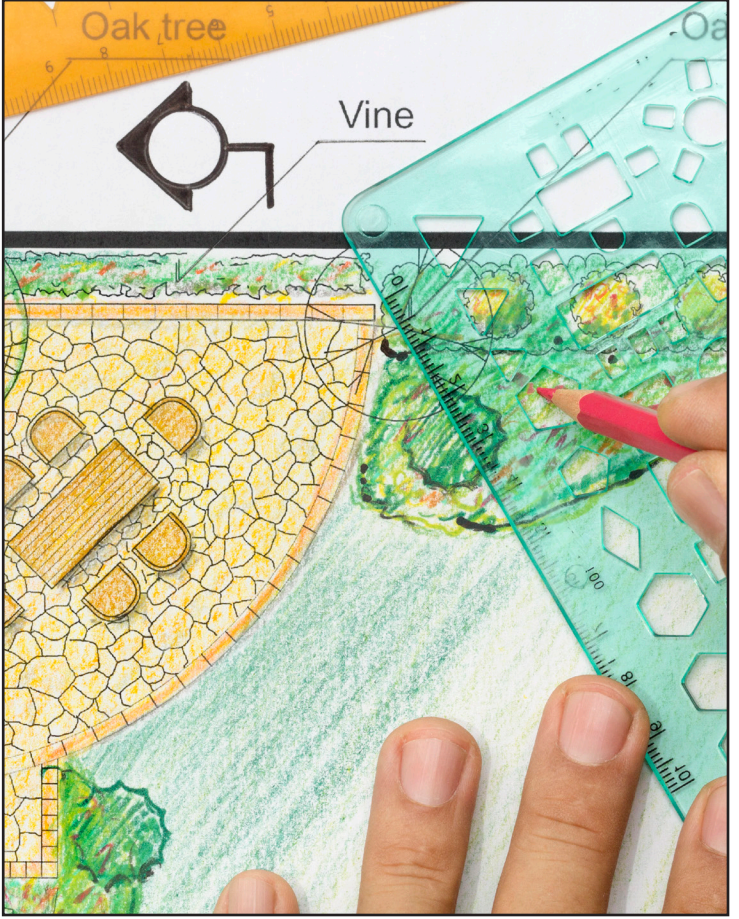
Maintain and use equipment and supplies necessary to demonstrate portions of the human body on X-ray film or fluoroscopic screen for diagnostic purposes.

- Take X-rays for patients.
- Read physicians' orders to determine what X-rays to take for patients.
- Monitor equipment operation.
- Report malfunctioning equipment to supervisor.
- Position patients on examining tables.
- Explain procedures to patients.
- Prepare and set up X-ray room for patient.
- Maintain records of patients examined.

## Quick Facts

**National Annual Salary Range** \$27,560-\$72,390  
**Entry-Level Education** Postsecondary non-degree award  
**Number of Jobs in 2016** 127,800  
**Expected Job Openings (2016-2026)** 11,000  
**National Outlook (2016-2026)** 19.6% increase





## Architects, Landscape Architecture and Engineering

- Plan and design land areas for projects such as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions and commercial, industrial and residential sites.
- Plan and design outdoor landscaping.
  - Meet with clients to discuss their needs and desires.
  - Draw sketches and diagrams to show clients ideas.
  - Determine what materials and equipment are needed to do the work.
  - Visit the site to determine if plans will work out.
  - Write a contract for the client indicating what work will be done, when it will begin and when it should be finished.

### Quick Facts

**National Annual Salary Range** \$40,480-\$108,470  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 24,700  
**Expected Job Openings (2016-2026)** 1,900  
**National Outlook (2016-2026)** 6.5% increase





## Photographers Arts, Design, Entertainment, Sports and Media

Photograph people, landscapes, merchandise or other subjects using digital or film cameras and equipment. May develop negatives or use computer software to produce finished images and prints. Includes scientific photographers, aerial photographers and photojournalists.

- Photograph people, subjects, merchandise and other products.
- Develop negatives and produce finished prints.
- Adjust equipment, subjects and lighting to achieve desired effects.
- Create artificial light using flashes and reflectors.
- Review sets of photographs to choose the best shots.
- Schedule appointments, keep records and order supplies.

### Quick Facts

**National Annual Salary Range** \$19,400-\$75,080  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 147,300  
**Expected Job Openings (2016-2026)** 10,300  
**National Outlook (2016-2026)** -5.6% increase



## Singers Arts, Design, Entertainment, Sports and Media

- Sing songs on stage, radio or television or in motion pictures.
- Memorize musical selections and routines.
- Apply knowledge of harmony, melody, rhythm and voice production to material.
- Perform live for audiences.
- Find and learn new music.
- Sing as a soloist or as a member of a vocal group.
- Make or participate in recordings.
- Practice singing exercises.
- Follow the direction of the conductor or read prompts for cues.

### Quick Facts

**National Annual Salary Range** Data Not Available  
**Entry-Level Education** No formal educational credential  
**Number of Jobs in 2016** 172,400  
**Expected Job Openings (2016-2026)** 17,800  
**National Outlook (2016-2026)** 6.0% increase





# Writers and Authors Arts, Design, Entertainment, Sports and Media

Originate and prepare written material, such as scripts, stories, advertisements and other material.

- Write original materials such as scripts, stories, poems and other materials.
- Use libraries, the internet and interviews to gather material for work.
- Create rough drafts of work to outline basic ideas.
- Revise or rewrite sections.
- Create additional copies as changes are made.
- Prepare a manuscript for editors.
- Arrange for publisher to receive and review manuscripts.
- Make suggested changes to finalize the work.

## Quick Facts

**National Annual Salary Range** \$30,520-\$118,760

**Entry-Level Education** Bachelor's degree

**Number of Jobs in 2016** 131,200

**Expected Job Openings (2016-2026)** 12,600

**National Outlook (2016-2026)** 7.6% increase



## Hairdressers, Hairstylists and Cosmetologists

### Personal Care and Service

Provide beauty services, such as shampooing, cutting, coloring and styling hair and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal and provide nail and skin care services.

- Provide beauty services such as shampooing, cutting, coloring and styling hair.
- Apply makeup and dress wigs or perform hair removal.
- Provide nail and skincare services.
- Keep workstations clean and sanitize tools.
- Recommend beauty treatment or hairstyles based on customer's features.
- Demonstrate and sell hair care products and cosmetics.

### Quick Facts

**National Annual Salary Range** \$18,170-\$50,670  
**Entry-Level Education** Postsecondary non-degree award  
**Number of Jobs in 2016** 617,300  
**Expected Job Openings (2016-2026)** 84,700  
**National Outlook (2016-2026)** 13.0% increase





## Coaches

### Arts, Design, Entertainment, Sports and Media

Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. May evaluate athletes' strengths and weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching degrees should be reported in the appropriate teaching category.

- Plan and organize sport practice sessions.
- Prepare athletes for competition.
- Identify and recruit potential athletes.
- Plan strategies for competing with rival teams.
- Identify strengths and weaknesses of players.
- Observe opposing teams for weaknesses and strengths.
- Direct physical conditioning programs to keep athletes in shape.

#### Quick Facts

**National Annual Salary Range** \$18,670-\$75,400  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 276,100  
**Expected Job Openings (2016-2026)** 42,100  
**National Outlook (2016-2026)** 12.9% increase



## Community Health Workers Community and Social Services

Assist individuals and communities to adopt healthy behaviors. Conduct outreach for medical personnel or health organizations to implement programs in the community that promote, maintain and improve individual and community health. May provide information on available resources, provide social support and informal counseling, advocate for individuals and community health needs and provide services such as first aid and blood pressure screening. May collect data to help identify community health needs.

- Assist communities to develop and implement plans to improve the health of those who live there. Work with government officials, medical personnel and other health organizations to develop plans and processes to help people learn how to live healthier lives.
- Visit communities to observe health behaviors.
- Determine if behaviors they observe are unhealthy.
- Create plans to improve unhealthy behaviors.
- Provide a list of organizations and services that support healthy lifestyles.
- Collect and record health information.

### Quick Facts

**National Annual Salary Range** \$25,150-\$64,500  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 57,500  
**Expected Job Openings (2016-2026)** 8,500  
**National Outlook (2016-2026)** 17.9% increase





## Tour Guides

### Personal Care and Service

Escort individuals or groups on sightseeing tours or through places of interest, such as industrial establishments, public buildings and art galleries.

- Take people on sightseeing tours.
- Greet and register visitors and issue identification tags if needed.
- Describe tour points of interest to tour members.
- Answer any questions tourists have.
- Provide directions and other information to visitors.
- Give out brochures and other materials.
- Select travel routes and sites to be visited.

### Quick Facts

**National Annual Salary Range** Data Not Available  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 45,800  
**Expected Job Openings (2016-2026)** 8,700  
**National Outlook (2016-2026)** 10.5% increase





## Fitness Instructors Personal Care and Service

- Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants and explain to them corrective measures necessary to improve their skills.
- Lead groups or individuals in exercise activities.
  - Demonstrate techniques and methods of preparation.
  - Watch participants and let them know how they can improve their skills.
  - May work with individuals who have injuries.
  - Teach participants how to maintain good health habits such as eating well and regular exercise.

### Quick Facts

**National Annual Salary Range** \$19,640-\$74,520  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 299,200  
**Expected Job Openings (2016-2026)** 299,200  
**National Outlook (2016-2026)** 10.0% increase





## Physical Therapists Health Care Practitioner and Technical

Assess, plan, organize and participate in rehabilitative programs that improve mobility, relieve pain, increase strength and improve or correct disabling conditions resulting from disease or injury.

- Assess patients for therapy needs.
- Identify and document patient goals.
- Administer exercises, massages or traction to help relieve pain.
- Confer with the patient to develop a treatment plan.
- Evaluate effects of therapy and modify goals and treatment according to patient progress.
- Keep accurate records and information on patients.

### Quick Facts

**National Annual Salary Range** \$59,080-\$122,650  
**Entry-Level Education** Doctoral or professional degree  
**Number of Jobs in 2016** 239,800  
**Expected Job Openings (2016-2026)** 17,700  
**National Outlook (2016-2026)** 28.0% increase



## Telemarketers Sales and Related

- Solicit donations or orders for goods or services over the telephone.
- Work to sell merchandise to people over the telephone.
- Explain products and services to customers.
- Answer questions about cost and other information.
- Get customer information such as name and address.
- Telephone or write letters to answer letters from customers.
- Maintain records of contacts, accounts and orders.
- Schedule appointments for sales representatives to meet with customers.

### Quick Facts

**National Annual Salary Range** \$18,410-\$40,260  
**Entry-Level Education** No formal educational credential  
**Number of Jobs in 2016** 216,600  
**Expected Job Openings (2016-2026)** 33,300  
**National Outlook (2016-2026)** 0.0% increase





## Project Managers Computer and Mathematical

Plan, initiate and manage information technology projects. Lead and guide the work of technical staff. Serve as liaison between business and technical aspects of projects. Plan project stages and assess business implications for each stage. Monitor progress to assure deadlines, standards and cost targets are met.

- Make systems to help people gather information using the computer.
- Manage the technical team.
- Make work schedules.
- Check progress to be sure the schedules are meeting requirements.
- Keep clients up to date on projects.
- Make budgets for projects.
- Lower costs.

### Quick Facts

**National Annual Salary Range** \$46,240-\$139,390  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 287,200  
**Expected Job Openings (2016-2026)** 22,400  
**National Outlook (2016-2026)** 9.3% increase



## Public Relations Managers Management

- Plan, direct or coordinate activities designed to create or maintain a favorable public image or raise issue awareness for their organization or client; or if engaged in fundraising, plan, direct or coordinate activities to solicit and maintain funds for special projects or nonprofit organizations.
- Plan and direct public relations programs.
  - Promote and maintain a favorable public image for employers or clients.
  - Provide fundraising support.
  - Plan and direct programs to bring in financial support for events, programs and nonprofit organizations.

### Quick Facts

**National Annual Salary Range** \$61,130 to N/A  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 73,500  
**Expected Job Openings (2016-2026)** 6,900  
**National Outlook (2016-2026)** 10.3% increase





# Hotel Managers Management

Plan, direct or coordinate activities of an organization or department that provides lodging and other accommodations.

- Plan and direct activities for places that provide lodging.
- Take reservations for patrons wishing to rent rooms.
- Answer questions about hotel policies and services.
- Assign duties to workers.
- Schedule work shifts.
- Collect payments and keep records up to date.
- Inspect guest rooms, public areas and grounds to make sure they are clean.

## Quick Facts

**National Annual Salary Range** \$28,930-\$98,370  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 47,800  
**Expected Job Openings (2016-2026)** 5,000  
**National Outlook (2016-2026)** 4.0% increase



## Directors - Stage, Motion Pictures, Television and Radio Arts, Design, Entertainment, Sports and Media

- Interpret scripts, conduct rehearsals and direct activities of cast and technical crew for stage productions, motion pictures or television or radio programs.
- Direct live broadcasts, films and recordings for entertainment.
  - Supervise and coordinate the work of camera, lighting, design and sound crews.
  - Cut and edit film and soundtracks.
  - Confer with production managers on photography, script, music, set design and costumes.
  - Plan details such as framing, camera movement, sound and actor movements for each shot or scene.
  - Work with actors to minimize the amount of time it takes to rehearse and shoot scenes.
  - Choose settings and locations for filming.

### Quick Facts

**National Annual Salary Range** \$33,730-\$164,290  
**Entry-Level Education** Bachelor's degree  
**Number of Jobs in 2016** 134,700  
**Expected Job Openings (2016-2026)** 14,100  
**National Outlook (2016-2026)** 12.3% increase





## Accountants Business and Financial Operations

- Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability or other financial activities within an organization.
- Help people understand how to invest their money.
- Help people prepare and submit their yearly tax returns.
- Keep records of money in savings accounts and other investments.
- Work for corporations such as banks to solve financial problems and ensure they follow tax laws.

### Quick Facts

National Annual Salary Range \$43,020-\$122,220

Entry-Level Education Bachelor's degree

Number of Jobs in 2016 1,397,700

Expected Job Openings (2016-2026) 141,800

National Outlook (2016-2026) 10.0% increase



# Pharmacy Technicians Health Care Practitioner and Technical

- Prepare medications under the direction of a pharmacist. May measure, mix, count out, label and record amounts and dosages of medications according to prescription orders.
- Prepare medications under the direction of a pharmacist.
  - Measure, mix, count out and label dosages of medications.
  - Answer telephones and respond to questions.
  - Assist customers by answering simple questions or referring them to the pharmacist.
  - Fill bottles with prescribed medications and type and place labels on them.
  - Verify the information on prescriptions or refills.
  - Price and file prescriptions that have been filled.

## Quick Facts

**National Annual Salary Range** \$22,000-\$46,980  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 402,500  
**Expected Job Openings (2016-2026)** 37,500  
**National Outlook (2016-2026)** 11.8% increase





## Librarians Education, Training and Library

Administer libraries and perform related library services. Work in a variety of settings, including public libraries, educational institutions, museums, corporations, government agencies, law firms, nonprofit organizations and health care providers. Tasks may include selecting, acquiring, cataloging, classifying, circulating and maintaining library materials and furnishing reference, bibliographical and readers' advisory services. May perform in-depth, strategic research and synthesize, analyze, edit and filter information. May set up or work with databases and information systems to catalogue and access information.

- Manage libraries.
- Select library materials for circulation.
- Classify and catalog materials.
- Keep references and files up to date.
- Help customers find materials they need.
- Check out materials customers want to borrow.
- Help customers find materials for research.
- Fill out applications for library cards for new customers.

### Quick Facts

**National Annual Salary Range** \$34,300-\$91,620  
**Entry-Level Education** Master's degree  
**Number of Jobs in 2016** 138,200  
**National Outlook (2016-2026)** Expected Job Openings (2016-2026) 14,500  
 9.0% increase





## Archivists Education, Training and Library

Appraise, edit and direct safekeeping of permanent records and historically valuable documents. Participate in research activities based on archival materials.

- Prepare and place documents in permanent records.
- Appraise and authenticate historical documents for archiving.
- Preserve records of documents by copying or transferring to film, videotape, audiotape or disks.
- Establish policy guidelines for public access to materials.
- Prepare documentation of the historical significance of materials.

### Quick Facts

**National Annual Salary Range** \$31,140-\$89,710  
**Entry-Level Education** Master's degree  
**Number of Jobs in 2016** 6,800  
**Expected Job Openings (2016-2026)** 800  
**National Outlook (2016-2026)** 14.7% increase





## Postal Delivery Officers Office and Administrative Support

Sort mail for delivery. Deliver mail on established route by vehicle or on foot.

- Sort mail for delivery.
- Deliver mail by vehicle or on foot.
- Collect mail going out and return to post office for mailing.
- Hold mail for customers who are away from home.
- Return incorrectly addressed mail to senders.
- Provide customers with change of address cards.
- Obtain signed receipts for registered mail.
- Sell stamps and money orders.

### Quick Facts

**National Annual Salary Range** \$33,420-\$61,110  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 316,700  
**Expected Job Openings (2016-2026)** 16,100  
**National Outlook (2016-2026)** -12.1% increase



## Logistics Managers Management

Plan, direct or coordinate purchasing, warehousing, distribution, forecasting, customer service or planning services. Manage logistics personnel and logistics systems and direct daily operations.

- Work with businesses to keep their operations working well and efficiently.
- Check operations to make sure they meet standards.
- Create operating programs to improve production.
- Make operating changes as needed.
- Make sure companies follow procedures.

### Quick Facts

**National Annual Salary Range** \$54,300-\$156,710  
**Entry-Level Education** High school diploma or equivalent  
**Number of Jobs in 2016** 115,500  
**Expected Job Openings (2016-2026)** 9,700  
**National Outlook (2016-2026)** 6.8% increase