

2 Research Librarian Positions
Legislative Reference Bureau
State of Hawaii

The Legislative Reference Bureau (LRB) is a nonpartisan legislative service agency that provides a wide variety of services to Hawaii legislators, legislative staff, other government agencies and members of the public. The LRB Library is a Division of LRB and serves as a specialized legislative library, the primary purpose of which is to provide research, reference, and information services to the Legislature and legislative staff. It is a repository of select state legislative documents.

Position Description Overview:

The primary duties of the Research Librarian include providing reference and research assistance, indexing of print and electronic materials, providing education and training to library users, providing information about the Legislature and the legislative process, and completing other duties as may be assigned by the Head Librarian or LRB Director. Both positions have the title of Research Librarian, their duties are distinct and are as follows:

Cataloging Duties:

Responsible for original and copy cataloging and classification of library materials, maintain authority control of records, liaison and manage library's ILS, manage legislative reports list, and track legislative reports.

Public Service Duties:

Responsible for circulation of library materials, assist with cataloging, create web content and ready reference materials, and manage the distribution of publications within the Bureau.

Minimum Qualifications:

Master's degree in library or information science from a program accredited by the American Library Association (ALA). Candidates should possess exceptional interpersonal communications skills and be computer literate. Self-motivation, discretion, and attention to detail are essential. Regular and timely attendance is an essential function of this job to ensure continuity of services. During the legislative session (January-May), librarians must be available to work extended hours.

Note: Applicants who are in their last semester of an ALA accredited Master's degree program and who will graduate upon the completion of the semester will be deemed to meet the Minimum Qualification requirements upon their graduation and will have their resumes accepted for review.

Desirable Qualifications:

- Familiarity with the Hawaii Legislature and a broad understanding of state government operations.
- Experience providing reference assistance and familiarity with sources of information relating to Hawaii and the Pacific.

Applications:

Please indicate if you are applying for the Cataloging or Public Services Research Librarian position, interested applicants should email a cover letter and resume no later than December 11, 2024 to lrb@capitol.hawaii.gov.

Phone: 808-587-0690

Compensation: \$58,000-\$62,000

Employment Type:

This is a full-time, civil service exempt position with the State of Hawaii.

State Date: Immediate