

**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, cataloging and classification of library materials, providing education and training to library users, providing information about the Legislature and the legislative process, creating web content and ready reference materials, assisting with legislative and Bureau reports, assisting with the library's ILS, and completing other duties as may be assigned by the Head Librarian or LRB Director.

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 must be proficient in computer literacy, including the ability to navigate software applications such as Microsoft Office. 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.

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:

Interested applicants should email a cover letter and resume to lrb@capitol.hawaii.gov.

Phone: 808-587-0690

Compensation: \$58,000-\$68,000 (commensurate with experience)

Employment and Benefits:

This is a full-time, permanent non-civil service position with the State of Hawaii. State employment benefits package includes but is not limited to paid holidays, generous vacation, sick leave, dental and health insurance, life insurance, retirement benefits, and deferred compensation plans. For more information, see <https://dhrd.hawaii.gov/state-employees/employee-benefits/> .

Start Date: Immediate