

**LSTA Outcomes Evaluation Coordinator – Contract Consultant  
California Statewide Metrics Grant**

**Contract Work from August – September 30, 2020**

**\$50/hour, not to exceed \$8,750**

The California Metrics Grant provides access to metrics as well as tools and training for library staff; and gathers and interprets demographic and other data to plan services to meet the needs and aspirations of their communities. Some of the projects include the annual public library statistics collection, the Analytics on Demand initiative, the Edge Initiative, and the central LSTA outcomes data collection project.

The Pacific Library Partnership (PLP) is the fiscal agent for this grant and is hiring an LSTA Outcomes Evaluation Coordinator through a contract position.

In order to determine to what extent, and how, participants benefit from participation in LSTA funded programs, surveys are created and distributed to participants, and the data is collected, analyzed, and reported. The LSTA Outcomes Evaluation Coordinator will work with the California State Library, PLP and California public libraries to complete the survey and statistical activities of this grant, and complete the activities of the LSTA outcomes evaluation project, which ends September 30, 2020.

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**Duties of Coordinator**

Much of the groundwork has already been established for surveying and communication. Some templates have been developed for surveys, and the Coordinator will be able to reference outputs from past projects for guidance, consult with the previous Coordinator, and be assisted by State Library and PLP staff. It will require a very quick learning curve to complete the work before the end of the grant. Duties include:

- Work with State Library Program Consultant (LPC) staff to become familiar with the LSTA outcomes evaluation process.
- Become familiar with the approximately 80 current FY 2019/20 LSTA grants and review the outcomes surveys which are needed to complete the grants.
- Consult with LPC to provide guidance to grant monitors on issuing remaining surveys and reporting survey data (to be provided by monitors to grantees).
- As needed, set up final surveys for grants in SurveyMonkey, and communicate effectively with the LSTA grantees/grant monitors as the surveys are created.
- Monitor survey responses and track deadlines to close surveys to data collection.
- Export and collate outcomes data in Excel and provide grant monitors with individualized reports on survey data (data provided to grantees is used in IMLS reporting).
- Work with LPC to collate all outcomes data from FY 2019/20 LSTA grants and use it to demonstrate the value and impact of programs supported by LSTA funds.
- Respond to questions and trouble shoot as needed.

### **Qualifications of Successful Candidate:**

The successful candidate will be very familiar with Excel and SurveyMonkey, and have journey-level experience in analyzing and manipulating data and creating charts in Excel. This position requires a high attention to detail and accuracy, as well as effective and prompt communication. The person will be a self-starter with high organizational skills. Good time management skills are a must.

This position responds to emails from various stakeholders, and provides support to the statewide, competitive, and CopyCat LSTA grants (approximately 80). The candidate should be familiar with LSTA grants (<https://library.ca.gov/grants/library-services-technology-act/>) and outcomes-based evaluation methods, or demonstrate the ability to learn about them.

An MLIS or comparable degree is not required, but is desirable.

Although this position is a contract position, and the person will work from home, they must be available during the work day. Some of the weekly hours can be performed during off-business hours, but the person must be available during regular work hours to answer emails and be available for phone calls and virtual meetings.

### **Compensation**

The LSTA Outcomes Evaluation Coordinator is a contracted position with the Pacific Library Partnership. The length of the contract is from August, 2020 to September 30, 2020, when the grant ends. Compensation includes \$50 per hour, with an average of 25 hours per week, but weekly hours may vary due to workload. The total contract is not to exceed \$8,750/175 hours for the length of the project.

Contractor will complete and submit invoice for work performed monthly for payment.

### **How to Apply**

Please email the following documents to Wendy Cao, Human Resources Manager, at [caow@plsinfo.org](mailto:caow@plsinfo.org) with the subject line: Metrics Grant LSTA Outcomes Evaluation Coordinator

- Cover Letter
- Resume
- Three References
- Example(s) of Excel charts/graphs you have developed from raw data for reporting purposes, along with a description

Deadline is 5 p.m. on Thursday, August 6, 2020.