

101. Current job description for LSTA coordinator showing LSTA as well as other duties.

From the OLIS LSTA Manual

Appendix 1 RI LSTA Coordinator's Job Description and Program Responsibilities

This job description does not replace the official State of Rhode Island position description for [Library Program Manager I](#) or II or any other job. The purpose of this description is to detail responsibilities specifically related to coordinating the LSTA Grant to RI.

The LSTA Coordinator at OLIS is a management level position with primary responsibility for managing the state's relationship with the federal Institute for Museum and Library Services (IMLS) regarding all aspects of the Library Services and Technology Act (LSTA) on behalf of the Chief of Library Services. The position of LSTA Coordinator is assigned to a State of Rhode Island Library Program Manager. The LSTA Coordinator reports directly to the Chief of Library Services, who is director of OLIS, the RI State Library Administrative Agency (SLAA).

Duties and responsibilities:

Reporting

Coordinate federal fiscal and program reporting for LSTA grants to Rhode Island.

- Oversee preparation of the annual State Program Report (SPR) to the IMLS and submit it to IMLS by December 30. Train OLIS staff in the preparation of SPR reports.
- Coordinate preparation of annual Financial Status Report (FSR) and for submission to IMLS by December 30.
- Assure that Quarterly Grant Accrual Reports are submitted by State of RI Department of Administration Central Business Office (CBO) to IMLS. The schedule for the reports is on the IMLS Extranet.

Compliance

- Assure that all LSTA expenditures in RI comply with federal and state laws and regulations, including the "Uniform Administrative Requirements, Cost and Audit Requirements for Federal Awards" (Uniform Guidance), 2 CFR 200.
- Assist the Chief of Library Services with the requirements for Match and Maintenance of Effort and the Administrative Costs Guidance (the 4%).
- Review the Department of Administration's record in SAM.gov for currency and ensure that is renewed (annually) by the DOA, Accounts and Controls.
- Assure that CBO is supplied with current, accurate information about the LSTA allotment and all subgrants as well as with accurate accounting of OLIS' LSTA expenditures.
- Comply with the federal Records Retention Schedules for LSTA and LSCA Materials. The schedule is on the IMLS Grants to States [online manual](#). When applicable, State of Rhode Island Records Retention Schedules supersede federal schedules.

Responsibilities to IMLS

- Follow the IMLS LSTA grant cycle schedule as posted by IMLS. The schedule is on the IMLS Extranet.
- Communicate with IMLS Program Officer as needed.

- Alert IMLS to changes in key staff at OLIS including Chief Officer, LSTA Coordinator, Head of Library Development, and Fiscal Officer by using the Update form on the Extranet. In the event that the Chief is not the authorized certifying official, submit a State Legal Officer's Certification form which can be found on the Extranet.
- Develop and submit a Five-Year LSTA Plan; monitor Five-Year Plan compliance as directed by the plan, at least annually; direct evaluation of the Five-Year Plan.
- Schedule annual internal review of the Five-Year LSTA Plan and ensure its coordination with the State budget process to guarantee adequate time to plan spending.
- Submit requests to the IMLS for changes in the Five-Year LSTA Plan when needed while adhering to the IMLS schedule for changes.
- Plan, organize and manage IMLS site visits and follow-up which occur once in every Five-Year plan cycle.
- Participate in IMLS training opportunities as required, including online programs and in-person conferences.

Administer LORI Grants

- Prepare and administer application forms for subgrants, assuring that all application forms reflect current requirements.
- Supervise the process for selecting, awarding and monitoring LORI grants including risk assessments. Administer conflict of interest forms to reviewers.
- Provide consulting and technical support to subgrantees, including workshops on the LSTA rules and regulations, reporting requirements, acknowledgements and timelines. Communicate with LORI Grant recipients to assess progress toward goals and for compliance with CFR.
- Provide information to subgrantees about the correct way to acknowledge OLIS and IMLS on all grant products and grant publicity.
- Administer certifications to subgrantees, including but not limited to:
 - Certifications regarding debarment and suspension;
 - Drug-free workplace requirements;
 - Lobbying;
 - Federal debt status;
 - Non-discrimination;
 - Internet Safety Certification for public libraries, public elementary and secondary schools, and consortia with public and or public school libraries.
- Receive and review subgrant project reports.
- Authorize requests for funds from subgrantees.
- Coordinate preparation of and inclusion of subgrants reports in annual SPR.

Other Responsibilities

- Ensure that OLIS and IMLS are properly acknowledged on all grant products and grant publicity.
- Respond to requests for information on LSTA.
- Maintain and update the OLIS LSTA Manual annually in January.
- Disseminate information on the LSTA program and services on the OLIS website and social media.

Other Duties (outside of LSTA)

Other duties are described in the State of Rhode Island's Library Program Manager I description which can be found online at

<http://www.hr.ri.gov/documents/jobs/LIBRARY%20PROGRAM%20MANAGER%20I.PDF>

Specific other duties for the current OLIS LSTA Coordinator include:

- oversight for Library of Rhode Island, resource sharing;
- oversight for Youth Services;
- preservation, including disaster planning;
- participation in development of continuing education programming, including roundtables;
- field services and library consultation; and
- management and strategic planning.