

Andover Youth Services Steering Committee Minutes

Virtual Meeting Broadcast on AndoverTV

April 5, 2022

Call to Order

The meeting was called to order at 7:30 p.m.

Chair Ryan Murphy noted that there were no public comments so far and Town Manager Andrew Flanagan said there none at this meeting and he would let Ryan know if any cropped up.

Skills and Qualifications for Job Description

Ryan reported that comments from the survey previously distributed to this Committee on the Youth Services Director position have been forward to Andrea Egmont, Consultant, and Human Resources Director, Jessica Porter.

Jess talked about the revised job description, which was based on the current Youth Services Director position and updated and edited to reflect comments and feedback she received. In addition, a second piece or position profile is also being developed. This would be a “companion piece” or brochure highlighting the job with text and photos. This would also serve as an advertisement for the position.

Jess explained that the Job description piece is in part a boiler plate listing of essential functions. It will also include narratives such as supervision received, and exercised, issues touching on judgement, the nature and purpose of contacts, education, experience, knowledge, ability and skills, work environment, and physical, motor, and visual skills.

Jess also talked about key components of the job such as development and implementation of youth development programs; an ability to empower and advocate for youth; providing a safe and accessible space for all youth; responsiveness to new opportunities within the community; oversight of special events, and the like.

As previously noted, the Youth Services Division is within the Community Services Department whose mission is in part to improve the quality of life for all who call

Andover home by offering a range of services and programs including but not limited to after school care and youth development.

The Youth Services Division echoes much of that theme but is specific to the expansion of services for Andover's youth and seeks to prioritize its activities through the lens of diversity, equity, and inclusion.

The ideal candidate for the next Director of Youth Services will have qualities such as a strong commitment to collaborating with leadership to ensure the sustainable development of services, an ability to demonstrate working successfully with youth, community, stakeholders, and have some knowledge of budget management.

Experience with hiring, supervising, developing, and reviewing staff, an approachable personality, commitment to the goals of AYS, and ethical integrity were additional qualities cited.

Ryan asked about the level of expertise required with respect to budget and grant writing and noted he wouldn't want these to be barriers to an otherwise good fit as a candidate.

Laura said she would like to see more about how a typical day for the Director might look and would like to see feed-back from the kids in the program.

Brian noted that there is a balance between required administrative skills and practical skills and some of the language might be changed to reflect that balance.

Hiring Process

Andrew gave a presentation on the hiring process proposed for the Youth Services Director.

The Town Manager is the appointing authority for all town employees except for town accountant, in accordance with the Town Charter.

Andover's process begins with Candidate Screening.

For this position it is proposed that the candidate be screened by the Human Resources Director and the Screening Panel consisting of the following: one person from this Steering Committee, one person from the Town Manager's Office, one person from each from the Community Services and DEI departments,

and Consultant Andrea Egmont. This panel will determine the number of candidates.

This is followed by a panel interview for selected candidates. Panel Members would include internal and external stakeholders as follows: two people from the Steering Committee, one youth representative from the Steering Committee, one person from the Town Manager's Office, Director of Human resources, one person each from the Community Services and DEI departments, Library, Andover Public Safety, and Consultant Andrea Egmont as an advisor.

The assessment center is where candidates will participate in a day-long assessment on some or all, of the following: Scenario based and Foundational Skills based panels, public presentation, written inbox assignments on budget, personnel management, strategic planning, development of entry plan, conflict resolution/crisis management. Candidates have total discretion on some of these exercises.

Candidate selection and Community Introduction

The Town Manager interviews the finalist/s and makes a final selection pending a background check. A youth engagement process might take place after this vetting process. The Select Board will be asked to approve the appointment and an open house to introduce the new director to the community would likely be scheduled.

Ryan asked members to contact him or Andrew if they would like to be on the screening committee or interview panel. Andy said it is difficult to edit a document as a group and instead the Committee could submit comments to her or Jess after this meeting. Ryan noted his concern with fine tuning the "spirit" of the job piece. Andy said modeling and leading with integrity is a common theme and Brian noted the need to develop a program that also supports the people who do the work in addition to having a safe and accessible space for all youth.

Laura asked if the Committee could look at the documents as edited before the next meeting. Lis asked about community involvement in this process and possibly getting additional input from the community. A brief discussion followed on where and at what point feed-back from youth would be involved. Andy noted that parents may be included in the revised list.

Andrew emphasized confidentiality of hiring process and there is no expectation of having more than one finalist. This has been the most public process so far, and this Steering Committee involvement is the public process. The public watching AndoverTV may comment. Lis asked about reaching out to parents and children in community with the revised job description Andy will prepare. Andrew said when the piece Andy edits is sent out to the public for comment it will include a link to these meetings.

Ryan asked about whether Andy could draft a final product by Friday (April 8), for Steering Committee review and comment. Andy and Jess agreed to have a draft job description and profile piece with text but not photos. The Steering Committee agreed to meet on Monday, April 11th at 7:30.

Adjourn

It was moved by Ryan, seconded by Lis and voted 8-0 to adjourn at 8:30 PM

Roll Call: Ryan, Y; Laura, Y; Brian, Y; Tim, Y; Jess, Y; Lis, Y; Albert, Y

Documents

Director Andover Youth Service Existing Job Description

Town of Andover Massachusetts Director of Youth Services Profile

Town of Andover Hiring & Appointment Process—AYS Steering Committee April 5, 2022