



# Appointment of Interim Director of AYS

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Jessica Porter, Director of Human  
Resources

Select Board Meeting  
August 16, 2021



# The Role of the Interim Director

1. Provide leadership and operational oversight during an organizational transition
  - a) Oversee daily operations of AYS Division
  - b) Support staff during transition
  - c) Lead budget development & capital planning and advocate for resources as necessary
  - d) Evaluate operations and management systems
  - e) Participate in internal meetings with the 3 other Community Services divisions and other Town departments as appropriate
2. Serve as liaison to external stakeholders, community groups and appropriate agencies
3. Prepare recommendations and an organizational overview for incoming permanent director

# Interim Director Qualifications

Duties require a Bachelor's degree in Management, Recreation, Sociology, Psychology or related field; 5 years of progressively responsible experience in youth oriented program development, preferably in a municipal or non-profit environment; or any equivalent combination of education and experience

\*The Interim Director shall not be a candidate for the permanent position

# Selection Process

1. Solicit interest by advertising the position beginning August 17<sup>th</sup> and ending on September 10<sup>th</sup>
2. Establish Interview Committee which will be facilitated by the Director of Human Resources
  - Director of Community Services
  - Youth Services professional from another municipality
  - Representative from the Town Manager's Office
  - Representative from the Commission on Diversity Equity and Inclusion
  - Representative from Andover Public Schools
3. Facilitate Assessment Center designed to evaluate core competencies
4. Town Manager to make recommendation to the Select Board on October 4<sup>th</sup>