

# City Attorney Performance Evaluation

February 5, 2020

## RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) -** The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.
- Improvement (2) Needed** The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job (3) Standard** The employee's work performance consistently meets the standards of the position.
- Exceeds Job (4) Standard** The employee's work performance is frequently or consistently above the level of a satisfactory employee.
- Outstanding (5)** The employee's work performance is consistently excellent when compared to the standards of the job.
- Not evaluated (NE)** The employee's work performance was not observed during this evaluation period.

## I. Performance Evaluation and Achievements

<u>1. City Commission/ Boards Relationships</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Provides sound legal advice to the City Commission, Boards, Commissions and City staff.	—	—	—	—	—	<u>4</u>
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	—	—	—	—	—	<u>4</u>
C. Accepts direction/instructions in a positive manner.	—	—	—	—	—	<u>4</u>
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	—	—	—	—	—	<u>4</u>
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	—	—	—	—	—	<u>4</u>

Comments:

*Shawn has always made time to meet with me to discuss items that I may want to bring before the Commission, or items that may have a complicated legal issue that help me in my decision making*

2. Legal Research and Review

NE    1    2    3    4    5

A. Effectively identifies legal issues and performs research and investigations.

—    —    —    —    —    4

B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.

—    —    —    —    —    4

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Employee/Public Relations

NE    1    2    3    4    5

A. Works well with other employees.

—    —    —    —    —    4

B. Meeting and handling the public while recognizing ethical obligation to the City.

—    —    —    —    —    4

Comments:

*Shawn seems to be well respected by the City employees. Even when meeting with public his first priority is the City*

4. Communication

NE    1    2    3    4    5

A. Oral communication is clear, concise and articulate.

—    —    —    —    —    4

B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.

—    —    —    —    —    4

Comments:

*He makes his statements understandable*

5. Quantity/Quality

NE    1    2    3    4    5

A. Amount of work performed.

—    —    —    —    —    4

B. Completion of work on time.

—    —    —    —    —    4

C. Accuracy.

—    —    —    —    —    4

D. Thoroughness.

—    —    —    —    —    4

Comments:

*He seems to get a lot done in a timely manner and it is accurate.*

6. Personal Traits

NE    1    2    3    4    5

A. Initiative.

—    —    —    —    —    4

B. Judgement.

—    —    —    —    —    4

C. Fairness and Impartiality.

—    —    —    —    —    4

D. Analytical Ability.

—    —    —    —    —    4

Comments:

*if he has a position on an issue you would never know it. He gives what he thinks is his best judgement and fair without taking a side*

7. Litigation/Administrative Proceedings

NE    1    2    3    4    5

A. Provides timely and effective representation of the City's interest in litigation.

—    —    —    —    —    4

B. Controls and monitors costs and performance of retained outside legal counsel.

—    —    —    —    —    4

Comments:

---

---

---

**II. Summary Rating**

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided (circle one):

Unsatisfactory    Improvement Needed    Meets Job Standards    Exceeds Job Standards    Outstanding

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. Future Goals and Objectives**

Specific goals and objectives to be achieved in the next evaluation period: \_\_\_\_\_

*Working with the Commission to assure that through Ordinance and resolution we are able to provide the quality of life issues that are so important to our residents*

*Jimmy Weekley*  
COMMISSIONER JIMMY WEEKLEY

SHA WN D. SMITH, CITY ATTORNEY

ATTEST:

\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

Dated 2/2/2020