## City Attorney Performance Evaluation

December 2014

RATING SCALE D	EFINITIONS (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

## I. Performance Evaluation and Achievements

period.

1.	City Commission/ Boards Relationships	<u>NE</u>	1	2	_3_	4	_5_	
	Provides sound legal advice to the City Commission,	W g	8 - 36 E				~	
	Boards, Commissions and City staff.			3	**	( <u>-</u>	_	
B. Repor	porting to the City Commission, Boards,			* **			1:	
	and City staff is timely, clear, concise and thorough.		_	_	_	-		
C.	Accepts direction/instructions in a positive manner.		_	_	-	_	1	
D.	Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements						>	
	of the position.				-			
E.	Dedicates the time necessary to the responsibilities							
	of the position and is readily available to Commissioners.						1	
	Commissioners.							

Comments:	Jully Chin	er a	hos e «	nlu Con	lor Ley	4	nfo
2. <u>Legal Res</u>	search and Review	<u>NE</u>	_1_	_2_	_3_	_4_	_5
	y identifies legal issues and performs and investigations.				_	;—::	
	y reviews and interprets legal instruments, d documents prepared by departments.		<u></u>		_		6
Comments:	Mr. Smith Son	417		<u>t 1</u>	lan	<i>)</i>	
	e/Public Relations ell with other employees.	<u>NE</u>	1	_2	3	4	5
_	and handling the public while ag ethical obligation to the City.  Shaw www.lu	2 <sub>1</sub> 1	Ede	_ Qe			
	Commed by but	the s	Cef	<del>6 -                                   </del>	<del>-</del> 1	2	
4. Commun	ication	<u>NE</u>	1	2	3	4	5
A. Oral comm	nunication is clear, concise and articulate.		-	-	-	-	S
	ommunications (e.g.) contracts, resolutions, legal documents are clear, concise and						~
Comments:	not only do Sha	nas	kna	V (	Je WIII	la.	<u>w</u>

5. Quantity/Quality	<u>NE</u>	1	2	3	_4_	5
A. Amount of work performed.		_			-	
B. Completion of work on time.		-	-	_		
C. Accuracy.			_	_		
D. Thoroughness.	===				-	<u></u>
Comments: Professional alilla  Set De get	clor	R R	el 	9	do	me
6. Personal Traits	<u>NE</u>	1	_2_	3	_4_	_5_
A. Initiative.	_	_	===		=======	
B. Judgement.		-	_	-		
C. Fairness and Impartiality.						
D. Analytical Ability.  Comments:   Che & Se Very  Analytical Ability.	b	- l	Jes -	- Po	11	*
<ul> <li>7. <u>Litigation/Administrative Proceedings</u></li> <li>A. Provides timely and effective representation of the City's interest in litigation.</li> </ul>	<u>NE</u>	1	2	3	<u>4</u>	5
B. Controls and monitors costs and performance of retained outside legal counsel.  Comments: Len Que			 7 <b>T</b>		A-	
Comments: Show den Mus Surled virales		Wil	100	ONL	Vice,	7
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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: Mr - Smith have of there rare, and Bus suplyer that are stilledly underpensation
III. Future Goals and Objectives
Specific goals and objectives to be achieved in the next evaluation period:
online or purce conveyer the
ed other brigged by butter of the
Character Cure
COMMISSIONER TONY YANIZ
SHAWN D. SMITH, CITY ATTORNEY
ATTEST:

CHERYL SMITH, CPTY CLERK