

# Combined City Attorney Performance Evaluation

January 22, 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**

| <b>1. <u>City Commission/ Boards Relationships</u></b>                                                                | <b><u>NE</u></b> | <b><u>1</u></b> | <b><u>2</u></b> | <b><u>3</u></b> | <b><u>4</u></b> | <b><u>5</u></b> |
|-----------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| A. Provides sound legal advice to the City Commission, Boards, Commissions and City staff.                            | —                | —               | —               | —               | —               | —               |
| B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.                   | —                | —               | —               | —               | —               | —               |
| C. Accepts direction/instructions in a positive manner.                                                               | —                | —               | —               | —               | —               | —               |
| 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.    | —                | —               | —               | —               | —               | —               |



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**5. Quantity/Quality**

**NE    1    2    3    4    5**

A. Amount of work performed.

— — — — —

B. Completion of work on time.

— — — — —

C. Accuracy.

— — — — —

D. Thoroughness.

— — — — —

Comments:

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**6. Personal Traits**

**NE    1    2    3    4    5**

A. Initiative.

— — — — —

B. Judgement.

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C. Fairness and Impartiality.

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D. Analytical Ability.

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Comments:

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**7. Litigation/Administrative Proceedings**

**NE    1    2    3    4    5**

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

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

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Comments:

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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: \_\_\_\_\_

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## III. Future Goals and Objectives

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

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TERI JOHNSTON, MAYOR

\_\_\_\_\_  
SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

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

Dated\_\_\_\_\_