

**City Attorney Performance Evaluation**

**December 2013**

**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.	—	—	—	—	X	—
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	—	—	—	—	X	—
C. Accepts direction/instructions in a positive manner.	—	—	—	—	4	—
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	—	—	—	—	X	—
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	—	—	—	—	4	—

Comments: \_\_\_\_\_  
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<b>2. <u>Legal Research and Review</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. Effectively identifies legal issues and performs research and investigations.	—	—	—	—	✓	—
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.	—	—	—	—	✓	—

Comments: \_\_\_\_\_  
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<b>3. <u>Employee/Public Relations</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. Works well with other employees.	—	—	—	—	✓	—
B. Meeting and handling the public while recognizing ethical obligation to the City.	—	—	—	—	✓	—

Comments: \_\_\_\_\_  
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<b>4. <u>Communication</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. Oral communication is clear, concise and articulate.	—	—	—	—	✓	—
B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.	—	—	—	—	✓	—

Comments: \_\_\_\_\_  
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<b>5. <u>Quantity/Quality</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. Amount of work performed.	—	—	—	—	✓	—
B. Completion of work on time.	—	—	—	✓	—	—
C. Accuracy.	—	—	—	—	✓	—
D. Thoroughness.	—	—	—	—	✓	—

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

<b>6. <u>Personal Traits</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. Initiative.	—	—	—	—	✓	—
B. Judgement.	—	—	—	—	✓	—
C. Fairness and Impartiality.	—	—	—	—	✓	—
D. Analytical Ability.	—	—	—	—	✓	—

Comments: \_\_\_\_\_  
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<b>7. <u>Litigation/Administrative Proceedings</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 timely and effective representation of the City's interest in litigation.	—	—	—	—	✓	—
B. Controls and monitors costs and performance of retained outside legal counsel.	—	—	—	✓	—	—

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

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**II. Summary Rating**

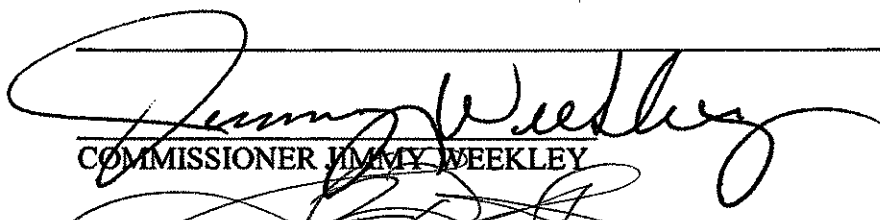
Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided (circle one):

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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\_\_\_\_\_  
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COMMISSIONER JIMMY WEEKLEY

  
SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

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

Dated 1/13/14