

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

1. <u>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.	___	___	___	___	___	___ ✓
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.	___	___	___	___	___	___ ✓

5. <u>Quantity/Quality</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Amount of work performed.	—	—	—	—	✓	—
B. Completion of work on time.	—	—	—	—	✓	—
C. Accuracy.	—	—	—	—	—	✓
D. Thoroughness.	—	—	—	—	—	✓

Comments: Now with a new asst. he will have more time to handle the large cases

6. <u>Personal Traits</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Initiative.	—	—	—	—	✓	—
B. Judgement.	—	—	—	—	✓	—
C. Fairness and Impartiality.	—	—	—	—	✓	—
D. Analytical Ability.	—	—	—	—	✓	—

Comments: _____

7. <u>Litigation/Administrative Proceedings</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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: _____

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: Need more employees like Shawn, Open & honest

III. Future Goals and Objectives

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


COMMISSIONER BILLY WARDLOW


SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated 01-16-14