## ANNUAL PERFORMANCE EVALUATION CITY CLERK CHERI SMITH

Please provide your comments regarding the City Clerk's performance in the following areas of responsibility. If the space provided is not sufficient, please feel free to attach additional pages. Rate each category of responsibility from 1 to 5 with 1 being "unacceptable," 2 being "below standards," 3 being "meets standards," 4 being "exceeds standards" and 5 being "outstanding."

<u>L,</u>	KEI	ATIU	NSHIP	WITH.	MAYOR AND CITY COMMISSION						
a.	Responds to Mayor and Commissioners concerns and answers questions promptly.										
	1	2	3	4	5						
b.	Provides research upon request.										
	1	2	3	4	5						
c.	Han	dles rou	itine co	rrespond	ence as required after Commission meetings.						
	1	2	3	<b>(4)</b>	5						
CON	<b>AMEN</b>	TS:				·····					
П.	INT	<u>ERGO</u>	VERN	<u>IMENTA</u>	L/INTERDEPARTMENTAL RELATIONS						
a.	Impl	lements	and su	pports C	ity policies.						
	1	2	3	4	5						
b.		onstrat staff.	es goo	d working	g relationships with other City officials, department direct	ors,					
	1	2	3	4)	5						
c.	Wor	ks close	ely witl	h Supervi	isor of Elections						
	1	2	3	4	5						

đ.		esents dictions		in a pro	ofessiona	al manner	when	dealing	with c	ther	agencies	or
	1	2	3	4	5							
e.	Sche	dules n	neeting	s in Com	mission	Chambers						
	1	2	3	4	5							
COM												
<u>m.</u>	PUB	LIC R	ECOR	DS RE(	OUEST					<u></u>	-	
a.	Resp depa	onds rtments	prompt s, agenc	ly to paies and o	provide citizens.	requested	l infor	mation a	and oth	er d	ocuments	to
	1	2	3	4	5							
CON	MEN	TS:										
						···						<del></del> .
<del></del>				<u></u>	<u></u>	<del></del>			···			
IV.	REC	CORDS	MAN	AGEM	ENT PR	OGRAM						
a.	Maiı	ntains a	ll offic	ial City o	locumen	ts in organ	nized an	d accessi	ble manı	ner.		
	1	2	3	4	5							
b.	Scans and disposes of records on routine basis in accordance with City's Records Management Program and State law.											
	1	2	3	4	5							
c.	Assi reco		y offic	ials, Cit	y emplo	yees and	the pul	blic in re	trieval a	and re	eview of	City
	1	2	3	4	5							

COM	MEN	TS:									
<u>v.</u>	LEC	<u>GAL RI</u>	ESPON	SIBILI	TIES						
a.	Prep	ares ad	vertisin	ıg for ord	finances	, public hearings, elections, etc.					
	1	2	3	4)	5						
b.	Mee Cha		advert	ising dea	adlines i	n accordance with State Statutes, City Code and City					
	1	2	3	4	5						
c.	Issu	es publi	e notic	es to cor	nply wit	h Sunshine Law.					
	1	2	3	4	5	•					
COM	IMEN	/TS:									
VI.	co	DIFIC	ATION	OF OF	RDINAN	<u>ICES</u>					
a.	Sends new ordinances to the publisher and distributes supplement to City Code in efficient manner.										
	1	2	3	4	5						
COM	<b>IME</b> N	VTS:									
VII.	EL	ECTIO	<u>NS</u>								
a.				informat r registra		tive to elections, polling places, registration deadlines ms.					
	1	2.	3	<i>(</i> 4)	5						

1 2 3 4 5  d. Qualifies candidates for City elections and assists in filing appropriate forms and reports.  1 2 3 4 5  e. Prepares informational booklet for candidates; monitors campaign treasurer's reports.  1 2 3 4 5  f. Coordinates with Supervisor of Election and handles City elections.  1 2 3 4 5  g. Maintains all records on elections, candidates, treasurer's reports.  1 2 3 4 5  COMMENTS:  VIII. OFFICE MANAGEMENT/PROFESSIONALISM  a. Maintains office in efficient, neat and organized manner.  1 2 3 4 5  b. Reflects positive attitude and encourages office employees to do the same.  1 2 3 4 5  c. Ensures that employees are trained to provide accurate and timely information to City officials, City departments and the public and handle office affairs in absence of City Clerk.  1 2 3 4 5	b.	Prepare	es ball	ot lang	guage for	r all reg	ular and special City elections.			
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	<b>VIII.</b> a. b.	OFFICE Mainta  1 Reflect 1 Ensure officia	CE M  ains of  2  ts posi  2  es that  als, Cit	ANAC fice in 3 itive a	GEMEN  efficient  4  ttitude ar  4  ovees ar	T/PRO  t, neat i	DFESSIONALISM  and organized manner.  ourages office employees to do the same.  ed to provide accurate and timely information to City			
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e.	Supports and facilitates professional growth and development.										
	1	2	3	4	5						
COM	MEN	TS:			<u></u>						
IX.	PUI	BLIC R	ELAT	<u>IONS</u>	.,.						
a.	Mai	ntains p	rofessi	onal and	helpful	attitude when dealing with the public.					
	1	2	3	4	5						
b.	Res	ponds to	routin	e request	ts for in	formation.					
	1	2	3	<u>(4)</u>	5						
c.	Prov	vides no	tary se	rvice.							
	1	. 2	3	4	5						
CON	<b>MEN</b>	TS:		<u> </u>							
<u>X.</u>	PEI	<u>RSONA</u>	L TRA	<u> AITS</u>							
a.	Attitude: Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.										
	1	2	3	4	5						
b.	Pro offic		alism:	strives	to impi	ove the professional image of the City as well as the					
	1	2	3	4	5						
c.	Dep	endabi	lity: Is	dependa	able, tro	stworthy and reliable.					
	1	2	3	4	5						

COMMENTS:	
GENERAL COMMENTS:	
CHARLE OF THESE CONTRACTORS CONTRACTORS	
CITY CLERK STRENGTHS:	
SUGGESTED IMPROVEMENTS/RECOM	MENDED FUTURE GOALS:
	The state of the s
	-//
	2/3/11
Rated by:	Date:/