

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."

I. RELATIONSHIP 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. Handles routine correspondence as required after Commission meetings.

1 2 3 (4) 5

COMMENTS: _____

II. INTERGOVERNMENTAL/INTERDEPARTMENTAL RELATIONS

a. Implements and supports City policies.

1 2 3 (4) 5

b. Demonstrates good working relationships with other City officials, department directors, and staff.

1 2 3 (4) 5

c. Works closely with Supervisor of Elections

1 2 3 (4) 5

d. Represents City in a professional manner when dealing with other agencies or jurisdictions.

1 2 3 (4) 5

e. Schedules meetings in Commission Chambers

1 2 3 (4) 5

COMMENTS: _____

III. PUBLIC RECORDS REQUEST

a. Responds promptly to provide requested information and other documents to departments, agencies and citizens.

1 2 3 (4) 5

COMMENTS: _____

IV. RECORDS MANAGEMENT PROGRAM

a. Maintains all official City documents in organized and accessible manner.

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. Assists City officials, City employees and the public in retrieval and review of City records.

1 2 3 (4) 5

COMMENTS:

V. LEGAL RESPONSIBILITIES

- a. Prepares advertising for ordinances, public hearings, elections, etc.

1 2 3 (4) 5

- b. Meets legal advertising deadlines in accordance with State Statutes, City Code and City Charter.

1 2 3 (4) 5

- c. Issues public notices to comply with Sunshine Law.

1 2 3 (4) 5

COMMENTS:

VI. CODIFICATION OF ORDINANCES

- a. Sends new ordinances to the publisher and distributes supplement to City Code in an efficient manner.

1 2 3 (4) 5

COMMENTS:

VII. ELECTIONS

- a. Provides routine information relative to elections, polling places, registration deadlines and provides voter registration forms.

1 2 3 (4) 5

- b. Prepares ballot language for all regular and special City elections.
1 2 3 (4) 5
- c. Prepares all legal advertising and public notices for elections.
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
- d. Delegates responsibility and authority to subordinates.
1 2 3 (4) 5

e. Supports and facilitates professional growth and development.

1 2 3 (4) 5

COMMENTS: _____

IX. PUBLIC RELATIONS

a. Maintains professional and helpful attitude when dealing with the public.

1 2 3 (4) 5

b. Responds to routine requests for information.

1 2 3 (4) 5

c. Provides notary service.

1 2 3 (4) 5

COMMENTS: _____

X. PERSONAL TRAITS

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. **Professionalism:** strives to improve the professional image of the City as well as the office.

1 2 3 (4) 5

c. **Dependability:** Is dependable, trustworthy and reliable.


1 2 3 (4) 5

COMMENTS: _____

GENERAL COMMENTS:

CITY CLERK STRENGTHS:

SUGGESTED IMPROVEMENTS/RECOMMENDED FUTURE GOALS:

Rated by:  _____

Date: 3/3/11