

**CITY OF KEY WEST
CITY MANAGER PERFORMANCE EVALUATION**

This form is intended to provide a checklist of key criteria to be used by the City Commission in assessing the performance of the City Manager and by the City Manager as an expression of performance expectations.

RATING

1 = Needs Strengthening/Improvement

2 = Meets Expectation

3 = Exceeds Expectation

Each criterion should be rated and any specific comments or observations should be noted in the spaces provided for comments.

A. ADMINISTRATION:

3 2 1 Managing Human Resources

- Developing and Evaluating Subordinates
- Affirmative Action Compliance
- Developing Coordination Among Subordinates
- Developing Equitable Personnel System

Comments:

3 2 1 Managing Financial Resources

- Budget Planning and Preparation
- Budget Execution and Fiscal Soundness
- Concern with Productivity
- Cost Effective Manpower Utilization

Comments:

3 2 1 Managing Work Systems and Operations

- Ability to Conceptualize Needs of Organization
- Ability to Organize Programs to Increase Efficiency and Effectiveness
- Long-term Organizational Planning
- Delivery of Services to the Citizens

Comments:

3 2 1 Managing Information

- Concise and Understandable Written Reports
- Effective Public Contact
- Agenda Preparation
- Verbal Presentations

Comments:

B. COMMUNITY RELATIONS

3 2 1

- Accessible
- Participates in Community Activities
- Effective Listener
- Promotes Credibility

Comments:

C. COUNCIL RELATIONS

3 2 1

- Accessible
- Communication
- Equity
- Effective Listener

Comments:

D. PROFESSIONALISM

3 2 1 Professional Conduct

- Execution of Council Goals and Objectives
- Liaison with Other Agencies
- News Media Relations
- Adherence to High Ethical Standards
- Commitment to Goals of Profession

Comments:

E. PERSONAL TRAITS AND INTERPERSONAL SKILLS

3 2 1 Leadership

- Setting a Proper Example
- Inspiring Cooperation
- Delegating Responsibility

Comments:

3 2 1 Judgment

- Weighing Facts and Drawing Conclusions
- Using Foresight in Planning
- Making Reliable Decisions as Required
- Common Sense
- Tact and Diplomacy

Comments:

3 2 1 Self-Confidence

- Expression of Opinion
- Competitive Spirit
- Poise Under Pressure

Comments:

3 2 1 Open-Mindedness

- Flexibility
- Fairness and Impartiality
- Receptiveness to Suggestions

Comments: