

City Attorney Performance Evaluation

December 2, 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

<u>1. 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.	---	---	---	---	---	2

Comments:

Sharon is the catalyst between
between these entities

2. Legal Research and Review

NE 1 2 3 4 5

A. Effectively identifies legal issues and performs research and investigations.

_____ ✓

B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.

_____ ✓

Comments:

Consistently goes above and beyond
in researching the legal ramifications

3. Employee/Public Relations

NE 1 2 3 4 5

A. Works well with other employees.

_____ ✓

B. Meeting and handling the public while recognizing ethical obligation to the City.

_____ ✓

Comments:

Great liaison between staff, the general
public and the Commission

4. Communication

NE 1 2 3 4 5

A. Oral communication is clear, concise and articulate.

_____ 2

B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate.

_____ ✓

Comments:

Brimms clarity to complex issues

5. Quantity/Quality

NE 1 2 3 4 5

A. Amount of work performed.

___ ___ ___ ___ ___ ✓

B. Completion of work on time.

___ ___ ___ ___ ___ ✓

C. Accuracy.

___ ___ ___ ___ ___ ✓

D. Thoroughness.

___ ___ ___ ___ ___ ✓

Comments: Not enough hours in the day
and yet he gets it done - We need
to provide him with additional staff
or we're going to bill him!

6. Personal Traits

NE 1 2 3 4 5

A. Initiative.

___ ___ ___ ___ ___ ✓

B. Judgement.

___ ___ ___ ___ ___ ✓

C. Fairness and Impartiality.

___ ___ ___ ___ ___ ✓

D. Analytical Ability.

___ ___ ___ ___ ___ ✓

Comments: I'd hate to think of the day
when Shawn was no longer part
of the team - He manages to be the
Ugly? that keeps us together

7. Litigation/Administrative Proceedings

NE 1 2 3 4 5

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: See above

II. Summary Rating

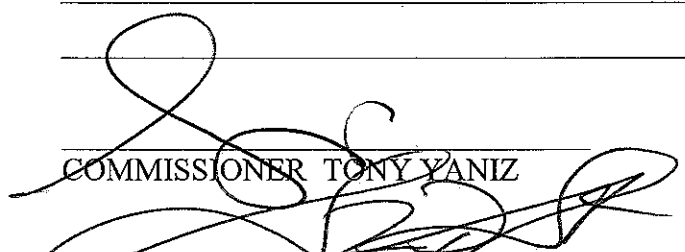

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided (circle one):

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: Shawn and his staff get the job done - given the amount of work it seem incredible.

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: Please push Commission for additional staff - please


COMMISSIONER TONY YANIZ

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____