

City Attorney Performance Evaluation

City Commission Approved Combined Review

City Attorney

October 5, 2011

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. | --- | --- | --- | --- | --- | --- |

Comments: _____

| 2. <u>Legal Research and Review</u> | <u>NE</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
|---|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| A. Effectively identifies legal issues and performs research and investigations. | ___ | ___ | ___ | ___ | ___ | ___ |
| B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments. | ___ | ___ | ___ | ___ | ___ | ___ |

Comments: _____

| 3. <u>Employee/Public Relations</u> | <u>NE</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
|--|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| A. Works well with other employees. | ___ | ___ | ___ | ___ | ___ | ___ |
| B. Meeting and handling the public while recognizing ethical obligation to the City. | ___ | ___ | ___ | ___ | ___ | ___ |

Comments: _____

| 4. <u>Communication</u> | <u>NE</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
|---|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| A. Oral communication is clear, concise and articulate. | ___ | ___ | ___ | ___ | ___ | ___ |
| B. Written communications (e.g.) contracts, resolutions, and other legal documents are clear, concise and accurate. | ___ | ___ | ___ | ___ | ___ | ___ |

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: _____

III. Future Goals and Objectives

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

MAYOR/COMMISSIONER

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____