

City of Key West Performance Evaluation

City Manager

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council and the City Manager concerning the performance of the City Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

INSTRUCTIONS

Review the employee's work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

Performance Evaluation

City Manager

Date: _____

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 can not 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 satisfactory employee performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- Not Observed (NO) The employee's work performance was not observed during this evaluation period.

I. Performance Evaluation and Achievements

<u>1. City Council Relationships</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Effectively implements policies and programs approved by the City Council.	_____	_____	_____	_____	_____	_____
B. Reporting to the City Council is timely, clear concise and thorough.	_____	_____	_____	_____	_____	_____
C. Accepts direction/instructions in a positive manner.	_____	_____	_____	_____	_____	_____
D. Effectively aids the City Council in establishing long range goals.	_____	_____	_____	_____	_____	_____
E. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	_____	_____	_____	_____	_____	_____

Comments: _____

2. Public Relations**1 2 3 4 5 NO**

- | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|
| A. Projects a positive public image. | _____ | _____ | _____ | _____ | _____ | _____ |
| B. Is courteous to the public at all times. | _____ | _____ | _____ | _____ | _____ | _____ |
| C. Maintains effective relations with media representatives. | _____ | _____ | _____ | _____ | _____ | _____ |

Comments: _____

3. Employee Relations**1 2 3 4 5 NO**

- | | | | | | | |
|---|-------|-------|-------|-------|-------|-------|
| A. Works well with other employees. | _____ | _____ | _____ | _____ | _____ | _____ |
| B. Seeks to develop skills and abilities of employees. | _____ | _____ | _____ | _____ | _____ | _____ |
| C. Motivates employees toward the accomplishment of goals and objectives. | _____ | _____ | _____ | _____ | _____ | _____ |
| D. Delegates appropriate responsibilities. | _____ | _____ | _____ | _____ | _____ | _____ |
| E. Effectively evaluates performance of employees. | _____ | _____ | _____ | _____ | _____ | _____ |
| F. Uses effective supervisory skills. | _____ | _____ | _____ | _____ | _____ | _____ |
| G. Recruits and hires qualified and effective staff. | _____ | _____ | _____ | _____ | _____ | _____ |

Comments: _____

4. <u>Fiscal Management</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Prepares realistic annual budget.	___	___	___	___	___	___
B. Seeks efficiency, economy and effectiveness in all programs.	___	___	___	___	___	___
C. Controls expenditures in accordance with approved budget.	___	___	___	___	___	___
D. Keeps City council informed about revenues and expenditures, actual and projected.	___	___	___	___	___	___
E. Ensures that the budget addresses the City Council's goals and objectives.	___	___	___	___	___	___

Comments: _____

5. <u>Communication</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Oral communication is clear, concise and articulate.	___	___	___	___	___	___
B. Written communications are clear, concise and Accurate.	___	___	___	___	___	___

Comments: _____

6. <u>Quantity/Quality</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Amount of work performed.	___	___	___	___	___	___
B. Completion of work on time (meets deadlines).	___	___	___	___	___	___
C. Accuracy.	___	___	___	___	___	___
D. Thoroughness.	___	___	___	___	___	___

Comments: _____

7. Personal Traits**1 2 3 4 5 NO**

A. Initiative. _____

B. Judgement. _____

C. Fairness and Impartiality. _____

D. Creativity. _____

Comments: _____

_____**8. Intergovernmental Affairs****1 2 3 4 5 NO**

A. Maintains effective communication with local, regional, state and federal government agencies. _____

B. Financial resources (grants) from other agencies are pursued. _____

C. Contributes to good government through regular participation in local, regional and state committees and organizations. _____

D. Lobbies effectively with legislators and state agencies regarding City programs and projects. _____

Comments: _____

Achievements relative to objectives for this evaluation period: _____

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:

Unsatisfactory ____ Improvement ____ Meets Job ____ Exceeds Job ____ Outstanding ____
Needed Standards Standards

Comments: _____

III. Future Goals and Objectives

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

This evaluation has been reviewed and discussed between the City Council and the City Manager on: _____.

Elected Members

Concurrence

Mayor

YES / NO

District I

YES / NO

District II

YES / NO

District III

YES / NO

District IV

YES / NO

District V

YES / NO

District VI

YES / NO

City Manager

Signature

Date _____