

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 Commission 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 inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.
- Improvement (2) The employee’s work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
Needed
- Meets Job (3) The employee’s work performance consistently meets the standards Standards of the position.
- Exceeds Job (4) The employee’s work performance is frequently or consistently above Standards 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

- | 1. | City Commission Relationships | <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 Commission. | | | | | | |
| B. | Reporting to the City Commission is timely, clear, concise and thorough. | | | | | | |
| C. | Accepts direction/instructions in a positive manner. | | | | | | |
| D. | Effectively aids the City Commission in establishing long range goals. | | | | | | |
| E. | Keeps the City Commission 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. Fiscal Management **1** **2** **3** **4** **5** **NO**

- 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 Commission informed about revenues and expenditures, actual and projected.
- E. Ensures that the budget addresses the City Commission's goals and objectives.

Comments: _____

5. Communication **1** **2** **3** **4** **5** **NO**

- A. Oral communication is clear, concise and articulate.
- B. Written communications are clear, concise and accurate.

Comments: _____

6. Quantity/Quality **1** **2** **3** **4** **5** **NO**

- 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 Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: _____

III. Future Goals and Objectives

City Manager goals will be developed, prioritized and approved by the entire Commission.

This evaluation has been reviewed and discussed between each City Commissioner 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