

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

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.	---	---	---	---	---	5
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	---	---	---	---	---	5
C. Accepts direction/instructions in a positive manner.	---	---	---	---	---	5
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	---	---	---	---	---	5
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	---	---	---	---	---	5

Comments:

2. Legal Research and Review

NE 1 2 3 4 5

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

_____ _____ _____ _____ _____ 5

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

_____ _____ _____ _____ _____ 5

Comments:

3. Employee/Public Relations

NE 1 2 3 4 5

A. Works well with other employees.

_____ _____ _____ _____ _____ 5

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

_____ _____ _____ _____ _____ 5

Comments:

4. Communication

NE 1 2 3 4 5

A. Oral communication is clear, concise and articulate.

_____ _____ _____ _____ _____ 5

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

_____ _____ _____ _____ _____ 5

Comments:

5. Quantity/Quality

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Amount of work performed.	—	—	—	—	—	5
B. Completion of work on time.	—	—	—	—	—	5
C. Accuracy.	—	—	—	—	—	5
D. Thoroughness.	—	—	—	—	—	5

Comments:

6. Personal Traits

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Initiative.	—	—	—	—	—	5
B. Judgement.	—	—	—	—	—	5
C. Fairness and Impartiality.	—	—	—	—	—	5
D. Analytical Ability.	—	—	—	—	—	5

Comments:

7. Litigation/Administrative Proceedings

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Provides timely and effective representation of the City's interest in litigation.	—	—	—	—	—	5
B. Controls and monitors costs and performance of retained outside legal counsel.	—	—	—	—	—	5

Comments:

I. 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):

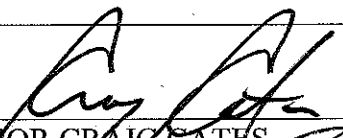
Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: Shawn continues to represent the City with Professionalism and Integrity

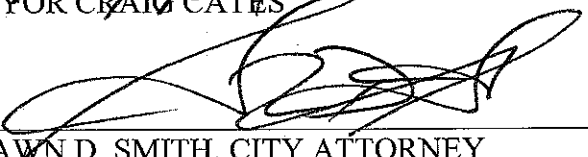
II. Future Goals and Objectives

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

Continue to monitor the City Staff and Mayor and Commissioners for ethical behavior.



MAYOR CRAIG CATES



SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK:

Dated _____