

Performance Evaluation

City Manager

Date: 1/16/19

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) 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 of the position.
Standard
- Exceeds Job (4) The employee's work performance is frequently or consistently above the level of satisfactory employee performance.
Standard
- 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. <u>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.	—	—	—	4	—	—
B. Reporting to the City Council is timely, clear concise and thorough.	—	—	—	4	—	—
C. Accepts direction/instructions in a positive manner.	—	—	—	4	—	—
D. Effectively aids the City Council in establishing long range goals.	—	—	—	4	—	—
E. Keeps the City Council informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	—	—	—	4	—	—

Comments: _____

2. Public Relations

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Projects a positive public image.	—	—	—	4	—	—
B. Is courteous to the public at all times.	—	—	—	4	—	—
C. Maintains effective relations with media representatives.	—	—	—	4	—	—

Comments:

3. Employee Relations

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Works well with other employees.	—	—	—	4	—	—
B. Seeks to develop skills and abilities of employees.	—	—	—	4	—	—
C. Motivates employees toward the accomplishment of goals and objectives.	—	—	—	4	—	—
D. Delegates appropriate responsibilities.	—	—	—	4	—	—
E. Effectively evaluates performance of employees.	—	—	—	4	—	—
F. Uses effective supervisory skills.	—	—	—	4	—	—
G. Recruits and hires qualified and effective staff.	—	—	—	4	—	—

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.	—	—	—	4	—	—
B. Seeks efficiency, economy and effectiveness in all programs.	—	—	—	4	—	—
C. Controls expenditures in accordance with approved budget.	—	—	—	4	—	—
D. Keeps City council informed about revenues and expenditures, actual and projected.	—	—	—	4	—	—
E. Ensures that the budget addresses the City Council's goals and objectives.	—	—	—	4	—	—

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.	—	—	—	4	—	—
B. Written communications are clear, concise and Accurate.	—	—	—	4	—	—

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.	—	—	—	4	—	—
B. Completion of work on time (meets deadlines).	—	—	—	4	—	—
C. Accuracy.	—	—	—	4	—	—
D. Thoroughness.	—	—	—	4	—	—

Comments: _____

7. Personal Traits

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Initiative.	—	—	—	4	—	—
B. Judgement.	—	—	—	4	—	—
C. Fairness and Impartiality.	—	—	—	4	—	—
D. Creativity.	—	—	—	4	—	—

Comments:

8. Intergovernmental Affairs

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Maintains effective communication with local, regional, state and federal government agencies.	—	—	—	4	—	—
B. Financial resources (grants) from other agencies are pursued.	—	—	—	4	—	—
C. Contributes to good government through regular participation in local, regional and state committees and organizations.	—	—	—	4	—	—
D. Lobbies effectively with legislators and state agencies regarding City programs and projects.	—	—	—	4	—	—

Comments:

Achievements relative to objectives for this evaluation period: I Believe the City Manager has managed to improve City Departments efficiencies and has stayed focused on the major projects to keep them on schedule and within Budget.
