

City Attorney Performance Evaluation

City Attorney

DECEMBER 6, 2016

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 Needed (2)** The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job Standard (3)** The employee's work performance consistently meets the standards of the position.
- Exceeds Job Standard (4)** 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>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NE</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:

CONTINUES TO IMPROVE HIS DEPARTMENT
EACH YEAR

2. Legal Research and Review

1 2 3 4 5 NE

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

1 2 3 4 5 NE

A. Works well with other employees.

_____ _____ _____ _____ 5 _____

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

_____ _____ _____ _____ 5 _____

Comments:

works very well with employees and public

4. Communication

1 2 3 4 5 NE

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

1 2 3 4 5 NE

A. Amount of work performed.

_____ _____ _____ _____ 5 _____

B. Completion of work on time.

_____ _____ _____ _____ 5 _____

C. Accuracy.

_____ _____ _____ _____ 5 _____

D. Thoroughness.

_____ _____ _____ _____ 5 _____

Comments:

6. Personal Traits

1 2 3 4 5 NE

A. Initiative.

_____ _____ _____ _____ 5 _____

B. Judgement.

_____ _____ _____ _____ 5 _____

C. Fairness and Impartiality.

_____ _____ _____ _____ 5 _____

D. Analytical Ability.

_____ _____ _____ _____ 5 _____

Comments:

7. Litigation/Administrative Proceedings

1 2 3 4 5 NE

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:

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 (Underline one):

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding


III. Future Goals and Objectives

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

CONTINUE TO KEEP AS MUCH LITIGATION IN
HOUSE AS POSSIBLE TO KEEP COSTS DOWN.

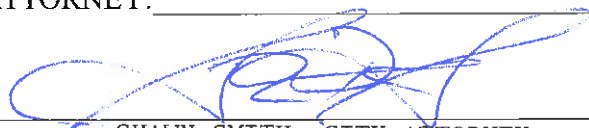
COMMISSION MEMBER: MAYOR

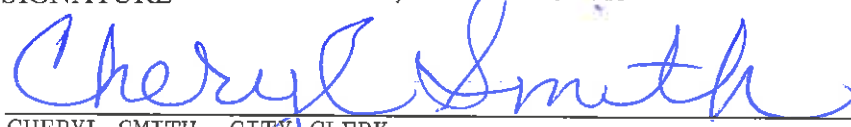
DATED: 12/5/16


SIGNATURE CRAIG CATES, MAYOR

CITY ATTORNEY: _____

DATED: 12/6/16


SIGNATURE SHAWN SMITH, CITY ATTORNEY


CHERYL SMITH, CITY CLERK