

City Attorney Performance Evaluation

December 2017

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

<u>1. 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>
—	—	—	—	—	5
—	—	—	—	—	5
—	—	—	—	—	5
—	—	—	—	—	5

A. Amount of work performed.

B. Completion of work on time.

C. Accuracy.

D. Thoroughness.

Comments:

6. Personal Traits

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
—	—	—	—	—	5
—	—	—	—	—	5
—	—	—	—	—	5
—	—	—	—	—	5

A. Initiative.

B. Judgement.

C. Fairness and Impartiality.

D. Analytical Ability.

Comments:

7. Litigation/Administrative Proceedings

<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
—	—	—	—	—	5
—	—	—	—	—	5

A. Provides timely and effective representation of the City's interest in litigation.

B. Controls and monitors costs and performance of retained outside legal counsel.

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 (circle one):

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: _____

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: *Make sure that the city's oldest commissioner doesn't mess up and make an old fool of himself.*

Richard Payne
COMMISSIONER RICHARD PAYNE

Shawn D. Smith
SHAWN D. SMITH, CITY ATTORNEY

ATTEST:
Cheryl Smith
CHERYL SMITH, CITY CLERK

Dated 11-29-17