

City Attorney Performance Evaluation

December 2014

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

Comments: Shawn is up to date on all things with the city.
When a commissioner has question he has the answers, if not
at that minute, but will have them in a matter of hours.

2. Legal Research and Review

NE 1 2 3 4 5

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

___ ___ ___ ___ ___

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

___ ___ ___ ___ ___

Comments: He will give his legal opinion and make sure it is
correct to benefit the city

3. Employee/Public Relations

NE 1 2 3 4 5

A. Works well with other employees.

___ ___ ___ ___ ___

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

___ ___ ___ ___ ___

Comments: He is at all city function and will meet with any
city employee

4. Communication

NE 1 2 3 4 5

A. Oral communication is clear, concise and articulate.

___ ___ ___ ___ ___

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

___ ___ ___ ___ ___

Comments: When he is given contracts, he makes sure all the i's are
dotted and T's crossed

5. Quantity/Quality

NE 1 2 3 4 5

- A. Amount of work performed. _____ ✓
- B. Completion of work on time. _____ ✓
- C. Accuracy. _____ ✓
- D. Thoroughness. _____ ✓

Comments: We receive e-mails or phone call 24/7 from Shawn
about City issues, even when he is sick or on
vacation

6. Personal Traits

NE 1 2 3 4 5

- A. Initiative. _____ ✓
- B. Judgement. _____ ✓
- C. Fairness and Impartiality. _____ ✓
- D. Analytical Ability. _____ ✓

Comments: _____

7. Litigation/Administrative Proceedings

NE 1 2 3 4 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: Don't know if we could find a better employee

III. Future Goals and Objectives

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


COMMISSIONER BILLY WARDLOW


SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated 11-27-14