

Performance Evaluation

City Manager

Date: 1/15/14

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 Commission 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 Commission.	—	—	—	—	—	—
B. Reporting to the City Commission is timely, clear concise and thorough.	—	—	—	—	—	—
C. Accepts direction/instructions in a positive manner.	—	—	—	—	—	—
D. Effectively aids the City Commission in establishing long range goals.	—	—	—	—	—	—
E. Keeps the City Commission informed of current plans and activities of administration and new developments in technology, legislation, governmental practices and regulations, etc.	—	—	—	—	—	—

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.	—	—	—	—	✓	—
B. Is courteous to the public at all times.	—	—	—	—	—	✓
C. Maintains effective relations with media representatives.	—	—	—	—	✓	—

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.	—	—	—	—	✓	—
B. Seeks to develop skills and abilities of employees.	—	—	—	—	—	✓
C. Motivates employees toward the accomplishment of goals and objectives.	—	—	—	—	✓	—
D. Delegates appropriate responsibilities.	—	—	—	—	✓	—
E. Effectively evaluates performance of employees.	—	—	—	—	—	✓
F. Uses effective supervisory skills.	—	—	—	—	✓	—
G. Recruits and hires qualified and effective staff.	—	—	—	—	✓	—

Comments: _____

4. Fiscal Management

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Prepares realistic annual budget.	---	---	---	✓	---	---
B. Seeks efficiency, economy and effectiveness in all programs.	---	---	---	---	✓	---
C. Controls expenditures in accordance with approved budget.	---	---	---	---	✓	---
D. Keeps City council informed about revenues and expenditures, actual and projected.	---	---	✓	---	---	---
E. Ensures that the budget addresses the City Council's goals and objectives.	---	---	✓	---	---	---

Comments:

5. Communication

	<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.	---	---	---	✓	---	---
B. Written communications are clear, concise and Accurate.	---	---	---	✓	---	---

Comments:

6. Quantity/Quality

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Amount of work performed.	---	---	✓	---	---	---
B. Completion of work on time (meets deadlines).	---	---	---	✓	---	---
C. Accuracy.	---	---	✓	---	---	---
D. Thoroughness.	---	---	---	---	✓	---

Comments:

7. Personal Traits

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

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.	---	---	✓	✓	---	---
B. Financial resources (grants) from other agencies are pursued.	---	---	✓	✓	---	---
C. Contributes to good government through regular participation in local, regional and state committees and organizations.	---	---	✓	✓	---	---
D. Lobbies effectively with legislators and state agencies regarding City programs and projects.	---	---	✓	✓	---	---

Comments:

Achievements relative to objectives for this evaluation period:
