Performance Evaluation

City Manager

RATING SCALE DEFINITIONS (1-5)

The employee's work performance is inadequate and definitely inferior to the Unsatisfactory (1) standards of performance required for the job. Performance at this level can not be allowed to continue. The employee's work performance does not consistently meet the Improvement (2) standards of the position. Serious effort is needed to improve performance. Needed The employee's work performance consistently meets the standards of the Meets Job (3)

Standard

position.

Exceeds Job (4) Standard

The employee's work performance is frequently or consistently above the level of satisfactory employee performance.

The employee's work performance is consistently excellent when compared to the Outstanding (5) standards of the job.

The employee's work performance was not observed during this evaluation period. Not Observed (NO)

Performance Evaluation and Achievements I.

1.	City Commission Relationships	1	2	3	4	<u>5</u>	<u>NO</u>
A.	Effectively implements policies and programs approved by the City Commission.						
В.	Reporting to the City Commission is timely, clear concise and thorough.		with the desired the state of t	<u>/</u> /		Submitted for the control of the con	
C.	Accepts direction/instructions in a positive manner.			<u> </u>	-	Alexandra and the second	
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.			_			
Co	mments:						
							, ~

2. Public Relations	_1_	2	3_	4	<u>5/ NO</u>
A. Projects a positive public image.	/10-1 0-1	*************			
B. Is courteous to the public at all times.					
C. Maintains effective relations with media representatives.					
Comments:					
		Market State Control of the Control	·····	· ····································	
3. Employee Relations	1	_2_	_3_	4	5 <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.			<u> </u>		/_
D. Delegates appropriate responsibilities.					·
E. Effectively evaluates performance of employees.					<i>y</i>
F. Uses effective supervisory skills.					
G. Recruits and hires qualified and effective staff.	************	discontinue representa	~~~~	~	
Comments:					***************************************
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4.	Fiscal Management	1	2_	3_	4	51	<u>NO</u>
A.	Prepares realistic annual budget.		****		1		
B.	Seeks efficiency, economy and effectiveness in all programs.				weenship for		_
C.	Controls expenditures in accordance with approved budget.					1/	es an management as
D.	Keeps City council informed about revenues and expenditures, actual and projected.	-P-0					
E.	Ensures that the budget addresses the City Council's goals and objectives.	 -			<u>.</u>		Marketina
Co	omments:			 			
		·			*****		
						***************************************	······································
5.	Communication	1	2	3	4	5	<u>NO</u>
A.	Oral communication is clear, concise and articulate.			**********		/	
В.	Written communications are clear, concise and Accurate.	مار بران المار	****				-
Co	omments:					···········	,
6.	Quantity/Quality	_1_	_2_	3	4	<u> 5</u>	<u>NO</u>
A.	Amount of work performed.				, 		
В.	Completion of work on time (meets deadlines).	<u></u> .					<u>.</u>
C.	Accuracy.						
D.	Thoroughness.						
Co	omments:					·····	
					<u> </u>		

7.	Personal Traits	1_	2_	3	1	5_	<u>NO</u>
A.	Initiative.	attender-barreite					
В.	Judgement.						
C.	Fairness and Impartiality.		~				
D.	Creativity.				<u></u>		**************************************
Co	mments:						
8.	Intergovernmental Affairs	1	_2_	3	4	<u> 5</u>	<u>NO</u>
A.	Maintains effective communication with local, regional, state and federal government agencies.			_		/_	 ,
В.	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.			<u>~</u>		e-arrament-	
Co	omments:					· · · · ·	
	MATERIAL PROPERTY OF THE PROPE						
Ac	chievements relative to objectives for this evaluation per	iod: _					
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II. Summary Rating

	ob performance, the			lished performance standards
Unsatisfactory	Improvement Needed	Meets Job Standards	Exceeds Job Standards	Outstanding
			 	
				sion and the City Manager on:
Elected Members	•		Concurre	ence
Mayor		and the second of the second o	YES/NO	O
District I	/		YES / No	O
			YES/No	O
District II			YES / No	0
District III			YES / N	n
District IV			125714	
District V		manuska filolofia (de nakona 1984) de P	YES / No	0
District VI			YES / N	0
City Manager				
Signature		Date		