

Combined City Attorney Performance Evaluation

December 5, 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

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: _____

2. <u>Legal Research and Review</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Effectively identifies legal issues and performs research and investigations.	___	___	___	___	___	___
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments.	___	___	___	___	___	___

Comments: _____

3. <u>Employee/Public Relations</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Works well with other employees.	___	___	___	___	___	___
B. Meeting and handling the public while recognizing ethical obligation to the City.	___	___	___	___	___	___

Comments: _____

4. <u>Communication</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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: _____

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: _____

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: _____

III. Future Goals and Objectives

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

CRAIG CATES, MAYOR

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____