

City Attorney Performance Evaluation

City Attorney

DECEMBER 6, 2016

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 Needed (2)** The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.
- Meets Job Standard (3)** The employee's work performance consistently meets the standards of the position.
- Exceeds Job Standard (4)** 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>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>NE</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. Legal Research and Review

1 2 3 4 5 NE

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. Employee/Public Relations

1 2 3 4 5 NE

A. Works well with other employees.

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

Comments:

4. Communication

1 2 3 4 5 NE

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

1 2 3 4 5 NE

A. Amount of work performed.

B. Completion of work on time.

C. Accuracy.

D. Thoroughness.

Comments:

6. Personal Traits

1 2 3 4 5 NE

A. Initiative.

B. Judgement.

C. Fairness and Impartiality.

D. Analytical Ability.

Comments:

7. Litigation/Administrative Proceedings

1 2 3 4 5 NE

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 (Underline one):

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

III. Future Goals and Objectives

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

COMMISSION MEMBER: _____

DATED: _____

SIGNATURE

CITY ATTORNEY: _____

DATED: _____

SIGNATURE