

City Attorney Performance Evaluation

December 3, 2021

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

<u>1. 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.	___	___	___	___	___	__X__
B. Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.	___	___	___	___	___	__X__
C. Accepts direction/instructions in a positive manner.	___	___	___	___	___	__X__
D. Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.	___	___	___	___	__X__	___
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.	___	___	___	___	__X__	___

Comments: _____

2. Legal Research and Review

NE 1 2 3 4 5

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

___ ___ ___ ___ ___ X

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

___ ___ ___ ___ ___ X

Comments:

3. Employee/Public Relations

NE 1 2 3 4 5

A. Works well with other employees.

___ ___ ___ ___ X ___

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

___ ___ ___ ___ ___ X

Comments:

4. Communication

NE 1 2 3 4 5

A. Oral communication is clear, concise and articulate.

___ ___ ___ ___ ___ X

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

___ ___ ___ ___ ___ X

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:

Consistency across the Requirements of the position and over the years. Where we have disagreed has been minimal. But, always academic. I have yet to doubt his legal advice or direction. Where I have questioned it, has always been met with well thought out reason and detailed response that was easy to understand.

III. Future Goals and Objectives

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

I know that I have written this before in earlier evaluations. Future goals should come from a combined direction of the commission, in conjunction with the self-appointed goals of the City Attorney. Right now, I believe that we have a lot on the table for us to decipher, dissect and determine together. With those specific issues before us, I believe that the goals and objectives are pretty much set, except for those that Mr. Smith might have for himself personally, and his department. Those will be part of an in person discussion with this commissioner.


COMMISSIONER CLAYTON LOPEZ


SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated