

# 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.	—	—	—	—	—	— ✓
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**

NE    1    2    3    4    5

- |   |     |     |     |     |     |   |
|---|-----|-----|-----|-----|-----|---|
| 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**

NE    1    2    3    4    5

- |  |     |     |     |     |     |   |
|--|-----|-----|-----|-----|-----|---|
| A. Works well with other employees.  | ___ | ___ | ___ | ___ | ___ | ✓ |
| B. Meeting and handling the public while recognizing ethical obligation to the City. | ___ | ___ | ___ | ___ | ___ | ✓ |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Communication**

NE    1    2    3    4    5

- |   |     |     |     |     |     |   |
|---|-----|-----|-----|-----|-----|---|
| 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: Always check contracts to make sure they are accurate

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**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:

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**6. Personal Traits**

**NE    1    2    3    4    5**

A. Initiative.

—    —    —    —    —    ✓

B. Judgement.

—    —    —    —    —    ✓

C. Fairness and Impartiality.

—    —    —    —    —    ✓

D. Analytical Ability.

—    —    —    —    —    ✓

Comments:

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**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:

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**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: *Like Shawn says "we may not like what we hear, but it will be the truth."*

*Still doing an Outstanding job.*

**III. Future Goals and Objectives**

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

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COMMISSIONER BILLY WARDLOW

  
SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

Dated *12-06-2021*