

BWARDAN

Performance Evaluation

City Manager

Date: 8/26/13

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 can not 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 satisfactory employee performance.
- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.
- Not Observed (NO) The employee's work performance was not observed during this evaluation period.

I. Performance Evaluation and Achievements

<u>1. City Commission Relationships</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Effectively implements policies and programs approved by the City Commission.	—	—	—	✓	—	—
B. Reporting to the City Commission is timely, clear concise and thorough.	—	—	—	✓	—	—
C. Accepts direction/instructions in a positive manner.	—	—	—	✓	—	—
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.	—	—	—	✓	—	—

Comments: _____

2. Public Relations

1 2 3 4 5 NO

- A. Projects a positive public image. ___ ___ ___ ___ ___
- B. Is courteous to the public at all times. ___ ___ ___ ___ ___
- C. Maintains effective relations with media representatives. ___ ___ ___ ___ ___

Comments: Every time I have run into Bob in Public, he always smiling and very courteous to all that are around.

3. Employee Relations

1 2 3 4 5 NO

- 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. ___ ___ ___ ___ ___
- D. Delegates appropriate responsibilities. ___ ___ ___ ___ ___
- E. Effectively evaluates performance of employees. ___ ___ ___ ___ ___
- F. Uses effective supervisory skills. ___ ___ ___ ___ ___
- G. Recruits and hires qualified and effective staff. ___ ___ ___ ___ ___

Comments: I would like to see employees trained from the start of employment so that they will become managers in there department.

4. <u>Fiscal Management</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Prepares realistic annual budget.	—	—	—	✓	—	—
B. Seeks efficiency, economy and effectiveness in all programs.	—	—	—	✓	—	—
C. Controls expenditures in accordance with approved budget.	—	—	—	✓	—	—
D. Keeps City council informed about revenues and expenditures, actual and projected.	—	—	—	✓	—	—
E. Ensures that the budget addresses the City Council's goals and objectives.	—	—	—	✓	—	—

Comments: _____

5. <u>Communication</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Oral communication is clear, concise and articulate.	—	—	—	✓	—	—
B. Written communications are clear, concise and Accurate.	—	—	—	✓	—	—

Comments: _____

6. <u>Quantity/Quality</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Amount of work performed.	—	—	—	✓	—	—
B. Completion of work on time (meets deadlines).	—	—	—	✓	—	—
C. Accuracy.	—	—	—	✓	—	—
D. Thoroughness.	—	—	—	✓	—	—

Comments: Very open and honest

7. <u>Personal Traits</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Initiative.	—	—	—	✓	—	—
B. Judgement.	—	—	—	✓	—	—
C. Fairness and Impartiality.	—	—	—	✓	—	—
D. Creativity.	—	—	—	✓	—	—

Comments: Need to work on dress codes for some departments
working on OSHA programs &
Wearing I.D tags on shirts with the City of Key West
Logo while in the public.

8. <u>Intergovernmental Affairs</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Maintains effective communication with local, regional, state and federal government agencies.	—	—	—	✓	—	—
B. 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.	—	—	✓	—	—	—

Comments: _____

Achievements relative to objectives for this evaluation period: _____

**City of Key West
Performance Evaluation**

City Manager

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Commission and the City Manager concerning the performance of the City Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

INSTRUCTIONS

Review the employee's work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.