

**City Attorney Performance Evaluation**

**December 2014**

**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**

<b>1. <u>City Commission/ Boards Relationships</u></b>	<b><u>NE</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>
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: \_\_\_\_\_ *9/1/01 TOP* \_\_\_\_\_  
\_\_\_\_\_

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:                     OUTSTANDING                      
\_\_\_\_\_  
\_\_\_\_\_

**III. Future Goals and Objectives**

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

[Signature]  
COMMISSIONER MARK ROSSI

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:  
[Signature]  
CHERYL SMITH, CITY CLERK

Dated 12-2-14