

City Attorney Performance Evaluation

December 2017

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. <u>Legal Research and Review</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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. <u>Employee/Public Relations</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Works well with other employees.	—	—	—	—	—	✓
B. Meeting and handling the public while recognizing ethical obligation to the City.	—	—	—	—	—	✓

Comments: _____

4. <u>Communication</u>	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Amount of work performed.	—	—	—	—	—	✓
B. Completion of work on time.	—	—	—	—	—	✓
C. Accuracy.	—	—	—	—	—	✓
D. Thoroughness.	—	—	—	—	—	✓

Comments:

6. Personal Traits

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Initiative.	—	—	—	—	—	✓
B. Judgement.	—	—	—	—	—	✓
C. Fairness and Impartiality.	—	—	—	—	—	✓
D. Analytical Ability.	—	—	—	—	—	✓

Comments:

7. Litigation/Administrative Proceedings

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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 (circle one):

Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

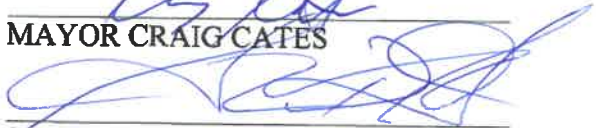
Comments: DURING MY 8 YEARS AS MAYOR
YOU HAVE DONE AN OUTSTANDING JOB ADVISING
THE COMMISSION AND ALL CITY DEPARTMENTS
SHAWN IS ALWAYS WORKING TO PROTECTING THE CITY OF
KW

III. Future Goals and Objectives

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

CONTINUE TO KEEP EXPENSES DOWN AND EFFICIENCY
UP IN HIS DEPARTMENT.


MAYOR CRAIG CATES


SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____