

City Attorney Performance Evaluation

September 20, 2011

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: SHAWN HAS FINALLY IMPLEMENTED THE INTERN PROGRAM
WHICH APPEARS TO BE WORKING GREAT.

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

Comments: PERFORMS WELL W/ SMALL STAFF.

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

Comments: I BELIEVE ETHICAL CONDUCT IS IMPORTANT TO HIM
AND HIS STAFF.

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

Comments: _____

5. Quantity/Quality

NE 1 2 3 4 5

A. Amount of work performed. ___ ___ ___ X ___ ___

B. Completion of work on time. ___ ___ ___ X ___ ___

C. Accuracy. ___ ___ ___ ___ X ___

D. Thoroughness. ___ ___ ___ ___ X ___

Comments: TIME IS ALWAYS AN ISSUE W/ SMALL STAFF
AND BIG DEMANDS FROM COMMISSION

6. Personal Traits

NE 1 2 3 4 5

A. Initiative. ___ ___ ___ ___ X ___

B. Judgement. ___ ___ ___ ___ X ___

C. Fairness and Impartiality. ___ ___ ___ ___ X ___

D. Analytical Ability. ___ ___ ___ ___ X ___

Comments: _____

7. Litigation/Administrative Proceedings

NE 1 2 3 4 5

A. Provides timely and effective representation of the City's interest in litigation. ___ ___ ___ ___ X ___

B. Controls and monitors costs and performance of retained outside legal counsel. ___ ___ ___ ___ ___ X

Comments: COUNSEL DOES A GREAT JOB TO KEEP

EXPENSES UNDER BUDGET WHILE PERFORMING
IN-HOUSE LEGAL WORK.

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):

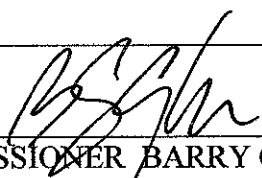
Unsatisfactory Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding

Comments: SHAWN WEARS HIS EMOTIONS ON HIS SLEEVE,
HE NEEDS MORE OF A "POKER FACE" WHEN SPEAKERS
ARE CHALLENGING THE CITY AND ITS POLICIES.

III. Future Goals and Objectives

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

- CONTINUE INTERN PROGRAM
- PUSH FOR COMPLETION OF COMP. PLAN



COMMISSIONER BARRY GIBSON

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated 9.23.11