

**CITY OF KEY WEST
CITY MANAGER PERFORMANCE EVALUATION**

This form is intended to provide a checklist of key criteria to be used by the City Commission in assessing the performance of the City Manager and by the City Manager as an expression of performance expectations.

RATING

1 = Needs Strengthening/Improvement

2 = Meets Expectation

3 = Exceeds Expectation

Each criterion should be rated and any specific comments or observations should be noted in the spaces provided for comments.

A. ADMINISTRATION:

3 2 1 Managing Human Resources

Developing and Evaluating Subordinates

Affirmative Action Compliance

Developing Coordination Among Subordinates

Developing Equitable Personnel System

Comments:

3 2 1 Managing Financial Resources

Budget Planning and Preparation

Budget Execution and Fiscal Soundness

Concern with Productivity

Cost Effective Manpower Utilization

Comments:

3 2 1 Managing Work Systems and Operations

Ability to Conceptualize Needs of Organization

Ability to Organize Programs to Increase Efficiency and Effectiveness

Long-term Organizational Planning

Delivery of Services to the Citizens

Comments:

City Manager Performance Evaluation
Page 2

3 2 1 Managing Information

- Concise and Understandable Written Reports
- Effective Public Contact
- Agenda Preparation
- Verbal Presentations

Comments:

B. COMMUNITY RELATIONS

3 2 1

- Accessible
- Participates in Community Activities
- Effective Listener
- Promotes Credibility

Comments:

C. COUNCIL RELATIONS

3 2 1

- Accessible
- Communication
- Equity
- Effective Listener

Comments:

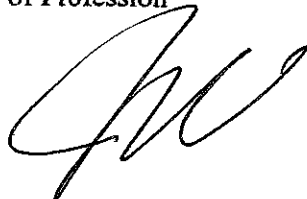
You need to improve your communication with the public. I get complaints that you don't return phone calls, or respond to e-mails from the public.

D. PROFESSIONALISM

3 2 1 Professional Conduct

- Execution of Council Goals and Objectives
- Liaison with Other Agencies
- News Media Relations
- Adherence to High Ethical Standards
- Commitment to Goals of Profession

Comments:



City Manager Performance Evaluation
Page 3

E. PERSONAL TRAITS AND INTERPERSONAL SKILLS

3 2 1 Leadership

- Setting a Proper Example
- Inspiring Cooperation
- Delegating Responsibility

Comments:

3 2 1 Judgment

- Weighing Facts and Drawing Conclusions
- Using Foresight in Planning
- Making Reliable Decisions as Required
- Common Sense
- Tact and Diplomacy

Comments:

3 2 1 Self-Confidence

- Expression of Opinion
- Competitive Spirit
- Poise Under Pressure

Comments:

3 2 1 Open-Mindedness

- Flexibility
- Fairness and Impartiality
- Receptiveness to Suggestions

Comments:

