

ANNUAL PERFORMANCE EVALUATION
CITY CLERK CHERI SMITH

Please provide your comments regarding the City Clerk's performance in the following areas of responsibility. If the space provided is not sufficient, please feel free to attach additional pages. Rate each category of responsibility from 1 to 5 with 1 being "unacceptable," 2 being "below standards," 3 being "meets standards," 4 being "exceeds standards" and 5 being "outstanding."

I. RELATIONSHIP WITH MAYOR AND CITY COMMISSION

a. Responds to Mayor and Commissioners concerns and answers questions promptly.

1 2 3 4 5

b. Provides research upon request.

1 2 3 4 5

c. Handles routine correspondence as required after Commission meetings.

1 2 3 4 5

COMMENTS: I REALIZE THAT SOME OF WHAT WE ASK CANNOT BE
RETRIEVED RAPIDLY -- BUT IT'S ONLY IN THESE SITUATIONS WHEN
THAT IS THE CASE THAT SHE HAS NOT BEEN ABLE TO RESPOND IN
A TIMELY MANNER --

II. INTERGOVERNMENTAL/INTERDEPARTMENTAL RELATIONS

a. Implements and supports City policies.

1 2 3 4 5

b. Demonstrates good working relationships with other City officials, department directors, and staff.

1 2 3 4 5

c. Works closely with Supervisor of Elections

1 2 3 4 5

d. Represents City in a professional manner when dealing with other agencies or jurisdictions.

1 2 3 4 5

e. Schedules meetings in Commission Chambers

1 2 3 4 5

COMMENTS: ALTHOUGH IT IS NO LONGER DIRECTLY PERTINENT, SHE AND HER STAFF MAINTAIN RELATIONSHIPS WITH SOME OTHER AGENCIES WHO WORK WITH THE CITY

III. PUBLIC RECORDS REQUEST

a. Responds promptly to provide requested information and other documents to departments, agencies and citizens.

1 2 3 4 5

COMMENTS: SHE ACTUALLY HAS THE BAR SET PRETTY HIGH IN THIS REGARD

IV. RECORDS MANAGEMENT PROGRAM

a. Maintains all official City documents in organized and accessible manner.

1 2 3 4 5

b. Scans and disposes of records on routine basis in accordance with City's Records Management Program and State law.

1 2 3 4 5

c. Assists City officials, City employees and the public in retrieval and review of City records.

1 2 3 4 5

COMMENTS:

CHERI + HER STAFF DO THE "GO TO" PEOPLE FOR REGULATION, INFO + COMMUNICATION

V. LEGAL RESPONSIBILITIES

a. Prepares advertising for ordinances, public hearings, elections, etc.

1 2 3 4 5

b. Meets legal advertising deadlines in accordance with State Statutes, City Code and City Charter.

1 2 3 4 5

c. Issues public notices to comply with Sunshine Law.

1 2 3 4 5

COMMENTS:

A STICKER ABOUT "C" ! REGULARLY CAUTIONS/REMINDS US WHETHER WE NEED IT OR NOT!

VI. CODIFICATION OF ORDINANCES

a. Sends new ordinances to the publisher and distributes supplement to City Code in an efficient manner.

1 2 3 4 5

COMMENTS:

VII. ELECTIONS

a. Provides routine information relative to elections, polling places, registration deadlines and provides voter registration forms.

1 2 3 4 5

b. Prepares ballot language for all regular and special City elections.

1 2 3 4 5

c. Prepares all legal advertising and public notices for elections.

1 2 3 4 5

d. Qualifies candidates for City elections and assists in filing appropriate forms and reports.

1 2 3 4 5 NA

e. Prepares informational booklet for candidates; monitors campaign treasurer's reports.

1 2 3 4 5 NA

f. Coordinates with Supervisor of Election and handles City elections.

1 2 3 4 5

g. Maintains all records on elections, candidates, treasurer's reports.

1 2 3 4 5 NA

COMMENTS: MOST OF MY RESPONSES ON THIS
DNE ARE BASED ON PAST OBSERVATIONS SINCE
CITY WILL NO LONGER HANDLE ELECTIONS.

VIII. OFFICE MANAGEMENT/PROFESSIONALISM

a. Maintains office in efficient, neat and organized manner.

1 2 3 4 5

b. Reflects positive attitude and encourages office employees to do the same.

1 2 3 4 5

c. Ensures that employees are trained to provide accurate and timely information to City officials, City departments and the public and handle office affairs in absence of City Clerk.

1 2 3 4 5

d. Delegates responsibility and authority to subordinates.

1 2 3 4 5
4 AND THEY HANDLE IT WELL!

e. Supports and facilitates professional growth and development.

1 2 3 4 5

COMMENTS: TWO MEMBERS OF HR STAFF ARE
CERTIFIED MUNICIPAL CLERKS + ONE IS WORK
ON HER WAY TO GETTING THEM-- A FIRST FOR
OUR CITY!

IX. PUBLIC RELATIONS

a. Maintains professional and helpful attitude when dealing with the public.

1 2 3 4 5

b. Responds to routine requests for information.

1 2 3 4 5

c. Provides notary service.

1 2 3 4 5

COMMENTS: _____

X. PERSONAL TRAITS

a. **Attitude:** Shows enthusiasm and interest in the job; willing to accept challenges and new ideas; willing to cooperate.

1 2 3 4 5

b. **Professionalism:** strives to improve the professional image of the City as well as the office.

1 2 3 4 5

c. **Dependability:** Is dependable, trustworthy and reliable.

1 2 3 4 5

COMMENTS: _____

GENERAL COMMENTS:

FOR 14 OF CHERI'S 25 YEARS, WE HAVE WORKED TOGETHER AS FRIENDS. I APPRECIATE THE STANDARDS THAT SHE HAS SET + MAINTAINED AS OUR CITY CLERK! LIKEWISE, SHE HAS ENCOURAGED HER STAFF + THEY TOO, SHARE THAT HIGH IDEAL!

CITY CLERK STRENGTHS:

NUMEROUS STRENGTHS, NOT THE LEAST IS HER KNOWLEDGE OF HER JOB + EVERYONE! 😊

SUGGESTED IMPROVEMENTS/RECOMMENDED FUTURE GOALS:

Rated by: Clayton D. Lay Date: 8/20/2018