

## Combined City Attorney Performance Evaluation

December 5, 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: These high ratings for the City Attorney and his entire staff are well-deserved and acknowledge the outstanding work performance from this department especially in light of their heavy workload and large number of boards they support.

<u>2. 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. <u>Excellent!</u>	—	—	—	—	—	✓
B. Effectively reviews and interprets legal instruments, reports and documents prepared by departments. <u>Excellent</u>	—	—	—	—	—	✓

Comments: Excellent in this area!

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<u>3. 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: Very Good!

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<u>4. 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: \_\_\_\_\_

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**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: Shawn is very careful to complete tasks on time and as needed. The amount of work as stated above is vast and the workload is tremendous. His department carries these tasks consistently, thoroughly and with professionalism.

**6. Personal Traits**

**NE    1    2    3    4    5**

A. Initiative.

—    —    —    —    —    ✓

B. Judgement.

—    —    —    —    —    ✓

C. Fairness and Impartiality.

—    —    —    —    —    ✓

D. Analytical Ability.

—    —    —    —    —    ✓

Comments: Excellent!

**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: Outstanding in this area.

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: See above. Very high ratings. Excellent!

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period: NONE TO REPORT.  
KEEP UP THE GREAT WORK!

  
SAMUEL KAUFMAN  
District 2 Commissioner

SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

  
CHERYL SMITH, CITY CLERK

Dated 12/5/17