

# City Attorney Performance Evaluation

November 1, 2022

## 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

1. <u>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. **Legal Research and Review**

**NE**    **1**    **2**    **3**    **4**    **5**

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. **Employee/Public Relations**

**NE**    **1**    **2**    **3**    **4**    **5**

A. Works well with other employees.

\_\_\_\_\_

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

\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Communication**

**NE**    **1**    **2**    **3**    **4**    **5**

A. Oral communication is clear, concise and articulate.

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

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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:

6. **Personal Traits**

**NE**    **1**    **2**    **3**    **4**    **5**

A. Initiative.

\_\_\_\_\_

B. Judgement.

\_\_\_\_\_

C. Fairness and Impartiality.

\_\_\_\_\_

D. Analytical Ability.

\_\_\_\_\_

Comments:

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.

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Comments:

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## 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: \_\_\_\_\_

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## III. Future Goals and Objectives

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

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COMMISSIONER BILLY WARDLOW



SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

Dated 10-23-2022