

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

<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: _____

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.

_____ _____ _____ _____ _____ ✓

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

_____ _____ _____ _____ _____ ✓

Comments: _____

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.

✓ — — — — ✓

Comments: *I observed the oversight of legal counsel but not the accounting side of this item.*

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: _____ ✓

III. Future Goals and Objectives

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

1) Finalize negotiations with the Walsh family for admiral's cut.


SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

CHERYL SMITH, CITY CLERK

Dated _____