City Attorney Performance Evaluation

December 2017

R	ATING SCALE D	EFINITIONS (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	e Evaluation and Achieveme	<u>nts</u>							
1.	City Commission	/ Boards Relationships	<u>NE</u>	1	2	3	4	_5_		
A.	Provides sound leg Boards, Commissi	gal advice to the City Commission, ons and City staff.						1		
В.	Reporting to the City Commission, Boards, and City staff is timely, clear, concise and thorough.							1		
C.	C. Accepts direction/instructions in a positive manner.					*********		<u>/</u>		
D.	Keeps the City Commission, Boards, and City staff informed of issues relevant to the requirements of the position.						No. of Concession, Name of	<u>/</u>		
E. Dedicates the time necessary to the responsibilities of the position and is readily available to Commissioners.							i/			

C	Comments:						
2.	. Legal Research and Review	<u>NE</u>	_1_	2	3	4	5_
A	 Effectively identifies legal issues and performs research and investigations. 						
В	 Effectively reviews and interprets legal instruments, reports and documents prepared by departments. 	-		*************			
C	omments:						
3.	Employee/Public Relations	<u>NE</u>	1	2	3	_4_	5_
A.	. Works well with other employees.				-		<u>/</u>
B.	Meeting and handling the public while recognizing ethical obligation to the City.			_			<u>/</u>
Co	omments:						
4.	Communication	<u>NE</u>	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.		_				
Co	omments:						

5. Quantity/Quality	<u>NE</u>	1	2	3	4	5_
A. Amount of work performed.						_/
B. Completion of work on time.	***************************************	_				_
C. Accuracy.		Territoria de la constanta de		******		/
D. Thoroughness.		-				/
Comments:						
6. Personal Traits	<u>NE</u>	1	_2_	3_	4_	_5_
A. Initiative.						
B. Judgement.						
C. Fairness and Impartiality.						~
D. Analytical Ability.						_/
Comments:						
7. Litigation/Administrative Proceedings	<u>NE</u>	1	2	3	4	5_
A. Provides timely and effective representation of the City's interest in litigation.	e			*****		
B. Controls and monitors costs and performance of retained outside legal counsel.	Amountaine			_	WINDOWS AND PARK	<u>/</u>

II. Sumn	nary Rating
Overall Performas well as over	mance Rating – Considering the results obtained against established performance standards all job performance, the following rating is provided (circle one):
Unsatisfactory	Improvement Needed Meets Job Standards Exceeds Job Standards Outstanding
Comments: L been an why I	Can't say enough about Strown work, He has asset to the City since he started, This is note being as an outstanding City Employee.
	e Goals and Objectives and objectives to be achieved in the next evaluation period:
Belly of COMMISSION SHAWN D. SM	ER BILLY WARDLOW OTH, CITY ATTORNEY
ATTEST	John Smith