

City Attorney Performance Evaluation

February 5, 2020

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: Always there when I need question answered

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:

He knows the city laws and gives us information right away.

5. Quantity/Quality

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Amount of work performed.	—	—	—	—	—	✓
B. Completion of work on time.	—	—	—	—	—	✓
C. Accuracy.	—	—	—	—	—	✓
D. Thoroughness.	—	—	—	—	—	✓

Comments:

6. Personal Traits

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
A. Initiative.	—	—	—	—	—	✓
B. Judgement.	—	—	—	—	—	✓
C. Fairness and Impartiality.	—	—	—	—	—	✓
D. Analytical Ability.	—	—	—	—	—	✓

Comments:

7. Litigation/Administrative Proceedings

	<u>NE</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
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:

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: Best city attorney that I have worked with
on my 40 years of service.

Just have to keep saying that

III. Future Goals and Objectives

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

Shawn know what has to done to get his
job done

Billy Wardlow
COMMISSIONER BILLY WARDLOW

Shawn D. Smith
SHAWN D. SMITH, CITY ATTORNEY

ATTEST:

Cheryl Smith
CHERYL SMITH, CITY CLERK

Dated 1-31-2020