



## City Clerk Evaluation

Please rate the City Clerk using the following scale:

5	Exceptional	Performance is consistently superior and significantly exceeds expectations.
4	Highly Effective	Performance frequently exceeds expectations.
3	Proficient	Performance consistently meets expectations.
2	Inconsistent	Performance meets some, but not all expectations.
1	Unsatisfactory	Performance consistently fails to meet minimum expectations; employee lacks skills required or fails to utilize necessary skills.
N/A	Not Applicable	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.

### 1. Administration and Organization Management

- The ability to structure the City Clerk's Office
  - Plans and organizes work in such a way as to effectively and efficiently meet the municipal service needs of City Commission, charter officers, department heads, employees, advisory board members and citizens
  - Carries out goals and policies adopted by the City Commission

#### COMMENTS:

You always do a great job managing your team and the responsibilities as the City Clerk – (especially when you are short staffed)

- 5-Exceptional  
  4-Highly Effective  
  3-Proficient  
  2-Inconsistent  
  1-Unsatisfactory  
 N/A-Not Applicable

### 2. Budgeting and Financial Management

- The ability to develop and monitor budgets for:
  - City Commission
  - City Clerk's Office

#### COMMENTS:

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- 5-Exceptional  
  4-Highly Effective  
  3-Proficient  
  2-Inconsistent  
  1-Unsatisfactory  
 N/A-Not Applicable

### 3. Policy and Program Development

<ul style="list-style-type: none"> <li>• Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>•</li> </ul>

5-Exceptional  
  4-Highly Effective  
  3-Proficient  
  2-Inconsistent  
  1-Unsatisfactory  
 N/A-Not Applicable

<p><b>4. Ethics and Integrity</b></p>
<ul style="list-style-type: none"> <li>• Conducts self in accordance with the ethical standards of the office of a Charter Officer</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>•</li> </ul>

5-Exceptional  
  4-Highly Effective  
  3-Proficient  
  2-Inconsistent  
  1-Unsatisfactory  
 N/A-Not Applicable

<p><b>5. Communication Skills</b></p>
<ul style="list-style-type: none"> <li>• Demonstrates effective oral and written communication skills</li> </ul>
<p>COMMENTS:</p> <p>You and your staff are always willing to keep us updated and informed. Communication is one area you excel in.</p>

5-Exceptional  
  4-Highly Effective  
  3-Proficient  
  2-Inconsistent  
  1-Unsatisfactory  
 N/A-Not Applicable

<p><b>6. Interaction With The Public</b></p>
<ul style="list-style-type: none"> <li>• Maintains a positive relationship with the public</li> <li>• Timely response to public records requests</li> <li>• Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings</li> </ul>
<p>COMMENTS:</p> <p>After this election cycle, each candidate gives you high praise for your willingness to help them or point them to the proper resource. Citizens speak very highly of you too.</p>

5-Exceptional  
  4-Highly Effective  
  3-Proficient  
  2-Inconsistent  
  1-Unsatisfactory  
 N/A-Not Applicable

<p><b>7. Interaction With Commission</b></p>
<ul style="list-style-type: none"> <li>• Maintains an open and trusting relationship with the City Commission, both collectively and individually             <ul style="list-style-type: none"> <li>▪ Responds to their concerns in an effective and timely manner</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>▪ Plays a supportive role to the Commission in their responsibilities as elected officials, without getting involved in partisan politics</li> </ul>
<p>COMMENTS: I interact the most with your department. You and your staff are always professional, kind and willing to assist. I attribute that "culture" to your leadership and high level of expectations of your staff.</p>

- 5-Exceptional  
 4-Highly Effective  
 3-Proficient  
 2-Inconsistent  
 1-Unsatisfactory  
 N/A-Not Applicable

<p><b>8. Interaction With Intergovernmental And Professional Agencies</b></p> <ul style="list-style-type: none"> <li>• Maintains a positive relationship with other governmental agencies</li> <li>• Fosters a high level of respect for the City of North Port</li> <li>• Effectively serves as the Election Official for the City of North Port</li> </ul>
<p>COMMENTS: •</p>

- 5-Exceptional  
 4-Highly Effective  
 3-Proficient  
 2-Inconsistent  
 1-Unsatisfactory  
 N/A-Not Applicable

<p><b>9. Interaction With Charter Officers And Department Directors</b></p> <ul style="list-style-type: none"> <li>• Establishes and maintains a positive working relationship with Charter Officers and Department Directors displaying support and concern for their role in City Government</li> </ul>
<p>COMMENTS: •</p>

- 5-Exceptional  
 4-Highly Effective  
 3-Proficient  
 2-Inconsistent  
 1-Unsatisfactory  
 N/A-Not Applicable

<p><b>10. Leadership/Supervision</b></p> <ul style="list-style-type: none"> <li>• Portray a healthy tolerance for the uncertainties which are inherent in municipal management</li> <li>• Demonstrate a friendly and supportive attitude toward City Clerk staff, encouraging them to seek guidance in resolving problems related to the city organization</li> <li>• Challenge City Clerk staff to perform at their highest level</li> <li>• Exhibit effectiveness at leading, directing and developing City Clerk staff</li> <li>• Demonstrates the ability to set a high standard of performance for City Clerk's office</li> <li>• Fosters a sense of commitment to provide a high level of public service to the citizens</li> <li>• Maintains a positive and fair work environment that supports City Clerk employees to ensure their professional success</li> <li>• Encourages staff development</li> </ul>
<p>COMMENTS: You lead by example. You have always been willing to try new ideas and quickly scrap them if they aren't beneficial. You are always fair and impartial.</p>

**5-Exceptional**    4-Highly Effective    3-Proficient    2-Inconsistent    1-Unsatisfactory  
 N/A-Not Applicable

**OVERALL RATING**

Score

5-Exceptional    4-Highly Effective    3-Proficient    2-Inconsistent    1-Unsatisfactory  
 N/A-Not Applicable

(CITY COMMISSIONERS COMMENT)

The City is in good hands with you at the helm as our City Clerk. Keep up the good work. I'm going to miss working with you and your team.

(EMPLOYEES COMMENT)

**CITY CLERK SIGNATURE / DATE:**

(INSERT SIGNATURE)	(INSERT DATE)
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**CITY COMMISSIONER SIGNATURE / DATE:**

(INSERT SIGNATURE) <i>Debbie McDowell</i>	(INSERT DATE) <i>10/3/2024</i>