



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
<ul style="list-style-type: none"> • The ability to structure the City Clerk’s Office <ul style="list-style-type: none"> ▪ 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
<p>COMMENTS: Heather is extremely organized and efficient and her department is reflective of her professionalism.</p>

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

2. Budgeting and Financial Management
<ul style="list-style-type: none"> • The ability to develop and monitor budgets for: <ul style="list-style-type: none"> ▪ City Commission ▪ City Clerk’s Office
<p>COMMENTS: Heather does more with less.</p>

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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">• Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives
COMMENTS: Heather has a great command of policies and practices and is always trying to improve and enhance.

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

4. Ethics and Integrity
<ul style="list-style-type: none">• Conducts self in accordance with the ethical standards of the office of a Charter Officer
COMMENTS: Heather always exhibits a high standard of ethics and integrity.

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

5. Communication Skills
<ul style="list-style-type: none">• Demonstrates effective oral and written communication skills
COMMENTS: Heather is an extremely efficient communicator.

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

6. Interaction With The Public
<ul style="list-style-type: none">• Maintains a positive relationship with the public• Timely response to public records requests• Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings
COMMENTS:

Heather always represents city in a professional and articulate manner.

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

7. Interaction With Commission
<ul style="list-style-type: none">• Maintains an open and trusting relationship with the City Commission, both collectively and individually<ul style="list-style-type: none">▪ Responds to their concerns in an effective and timely manner▪ Plays a supportive role to the Commission in their responsibilities as elected officials, without getting involved in partisan politics
COMMENTS: Heather is very responsive and timely in responding to commission needs.

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

8. Interaction With Intergovernmental And Professional Agencies
<ul style="list-style-type: none">• Maintains a positive relationship with other governmental agencies• Fosters a high level of respect for the City of North Port• Effectively serves as the Election Official for the City of North Port
COMMENTS: Heather effectively serves as the election officer for the city and maintains a positive and professional relationship with other governmental agencies.

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

9. Interaction With Charter Officers And Department Directors
<ul style="list-style-type: none">• Establishes and maintains a positive working relationship with Charter Officers and Department Directors displaying support and concern for their role in City Government
COMMENTS: No real knowledge of this area.

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

10. Leadership/Supervision
<ul style="list-style-type: none"> • Portray a healthy tolerance for the uncertainties which are inherent in municipal management • Demonstrate a friendly and supportive attitude toward City Clerk staff, encouraging them to seek guidance in resolving problems related to the city organization • Challenge City Clerk staff to perform at their highest level • Exhibit effectiveness at leading, directing and developing City Clerk staff • Demonstrates the ability to set a high standard of performance for City Clerk's office • Fosters a sense of commitment to provide a high level of public service to the citizens • Maintains a positive and fair work environment that supports City Clerk employees to ensure their professional success • Encourages staff development
<p>COMMENTS: Heather dies a professional job leading and directing her staff.</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)

<p>Heather's performance is always top notch, professional and competent.</p>

(EMPLOYEES COMMENT)

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CITY CLERK SIGNATURE / DATE:

<p>(INSERT SIGNATURE)</p>	<p>(INSERT DATE)</p>
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CITY COMMISSIONER SIGNATURE / DATE:

<p>(INSERT SIGNATURE Phil Stokes)</p>	<p>(INSERT DATE) 10/14/25</p>
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