



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:

- *Heather does an awesome job heading the Department*

☒ 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:

- *Heather is very Budget Attentive*

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

3. Policy and Program Development

- Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives

COMMENTS:

• Very Attentive to Policies

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

4. Ethics and Integrity

- Conducts self in accordance with the ethical standards of the office of a Charter Officer.

COMMENTS:

• Heather is the Utmost Professional

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

5. Communication Skills

- Demonstrates effective oral and written communication skills

COMMENTS:

• She is always in control

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

6. Interaction With The Public

- 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 is very professional and articulate

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

7. Interaction With Commission

- Maintains an open and trusting relationship with the City Commission, both collectively and individually
 - 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 helps and goes beyond to help Commission members

☒ 5-Exceptional ☐ 4-Highly Effective ☐ 3-Proficient ☐ 2-Inconsistent ☐ 1-Unsatisfactory

☐ N/A-Not Applicable

8. Interaction With Intergovernmental And Professional Agencies

- 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 is Always professional, and does an Amazing job*

☒ 5-Exceptional ☐ 4-Highly Effective ☐ 3-Proficient ☐ 2-Inconsistent ☐ 1-Unsatisfactory

☐ N/A-Not Applicable

9. Interaction With Charter Officers And Department Directors

- Establishes and maintains a positive working relationship with Charter Officers and Department Directors displaying support and concern for their role in City Government

COMMENTS:

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☒ 5-Exceptional ☐ 4-Highly Effective ☐ 3-Proficient ☐ 2-Inconsistent ☐ 1-Unsatisfactory

☐ N/A-Not Applicable

10. Leadership/Supervision

- 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

COMMENTS:

• *Heather Runs the Department as it should Be*

☐ 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

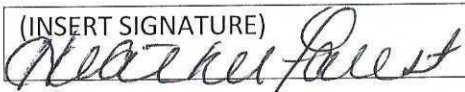
☐ N/A-Not Applicable

(CITY COMMISSIONERS COMMENT)


Heathe does an Amazing Job. Respect is given both ways in the department. Everyone is treated equally.

(EMPLOYEES COMMENT)

CITY CLERK SIGNATURE / DATE:

(INSERT SIGNATURE) 	(INSERT DATE) 4.2.24
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CITY COMMISSIONER SIGNATURE / DATE:

(INSERT SIGNATURE) 	(INSERT DATE) 4-2-2024
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