



Deputy City Clerk Evaluation

Please rate the Deputy 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 maintain the structure of the City Clerk’s Department • Effectively manage procedures for selection of City Board members because of expirations, terms or resignations • The ability to perform advanced clerical work in preparation of agenda, minutes and special programs • The ability to authenticate official documents, counter sign warrants for payment obligations, notarize documents and administer oaths |
| <p>COMMENTS: MS. Taylor really hit the ground running from the first day of her employment. She has made a lot of changes within the department that has made major improvements not only for staff but for citizens as well. I believe she is an extremely great asset to this city.</p> |

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

2. Ethics and Integrity

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

COMMENTS:

Ms. Taylor has very strong work ethics and is highly professional at all times. I believe her military background serves her well and has made her character exceptional.

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

3. Communication Skills

- Demonstrates effective oral and written communication skills
- Prepares professional reports, memorandums and correspondence
- Prepares appropriate legal advertisement for the news media, adhering to strict assigned deadlines for ordinances, resolutions, meetings, meeting changes and City budget

COMMENTS:

I never worry about these matters knowing Ms. Taylor is at the helm. She goes over and beyond making sure all matters are correct.

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

4. Interaction With The Public

- Maintains a positive relationship with the public
- Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings

COMMENTS:

Ms. Taylor represents her department and this city with outstanding dedication and caring for those she serves.

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

| 5. 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 • Effectively represents the City Clerk in his/her absence |
| <p>COMMENTS:</p> <p>This commission has been blessed with Ms. Taylor, it is very rare when you can find an individual that was really made for the position they hold. I</p> |

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

| 6. 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 • Takes an active role in professional organizations |
| <p>COMMENTS:</p> <p>Ms. Taylor is totally dedicated to everything she does that involves this city.</p> |

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

| 7. 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 |
| <p>COMMENTS:</p> <p>Ms. Taylor is always willing to lend a hand to anyone that may need her assistance, and even goes a little extra further if she sees someone that may need help to ask if they may need her assistance.</p> |

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

| 8. 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 |
| <p>COMMENTS: Ms. Taylor is right where she needs to be. She is a great leader and is compassionate with staff. She knows what needs to get done and it always is...</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)

As I Stated before I believe this city is blessed by having Ms. Taylor as our Deputy City Clerk, I can only imagine what the future holds for her and this city. Thank you, Ms. Taylor you do make a difference.

(EMPLOYEES COMMENT)

[Empty box for employee comments]

DEPUTY CITY CLERK SIGNATURE / DATE:

| | |
|--|-----------------------------------|
| (INSERT SIGNATURE) <i>Michelle Taylor</i> | (INSERT DATE) <i>1-14-2020</i> |
|--|-----------------------------------|

CITY COMMISSIONER SIGNATURE / DATE:

| | |
|--|---------------------------------|
| (INSERT SIGNATURE) <i>[Signature]</i> | (INSERT DATE) <i>1-13-20</i> |
|--|---------------------------------|