



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><i>You have done a great job in your department in finding new ways to efficiencies. Agendas are produced in a timely manner. Minutes are completed, usually, within 30 days with ample time for commissioner review. The implementation of e-comment has become another tool for our citizens to make public comment. KUDOS</i></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: <i>I am grateful you provide the commission a monthly status report on our budget.</i></p>

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
<p>COMMENTS:</p> <p><i>You have completed the directives and created policies the commission requested in a reasonable timeframe. I am hopeful the implementation of the on-boarding process for our advisory board members can be resolved this year. With that said, I recognize this requires a team effort with the City Manager's office and possibly the City Attorney's office along with the other constraints the city experienced over the past year.</i></p>

- 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
<p>COMMENTS:</p> <ul style="list-style-type: none">

- 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
<p>COMMENTS:</p> <ul style="list-style-type: none">

- 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
<p>COMMENTS:</p> <p><i>Public records are being fulfilled in a timely fashion. The professionalism I've witness of your staff when the public is permitted within our building and over the phone is a tribute to them and your leadership in setting expectations.</i></p>

- 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: <ul style="list-style-type: none"> • <i>I appreciate the swift responses to my questions and concerns.</i>

- 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: <ul style="list-style-type: none"> •

- 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: <ul style="list-style-type: none"> •

- 5-Exceptional
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 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable

10. Leadership/Supervision
<p><i>Portray a healthy tolerance for the uncertainties which are inherent in municipal management</i></p> <ul style="list-style-type: none"> • 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:

What a difference from a year ago! You're fully staffed and you have a great team. There is a friendly atmosphere within your department which is easily recognizable to the public and outside staff.

- 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)

I appreciate your candor, honesty and the continued efforts to adapt to the challenges put before you and your department. You face those challenges head-on with your sights on finding a solution. You are an asset to our city and our citizens.

(EMPLOYEES COMMENT)

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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>2/23/22</i>
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