



City Clerk Evaluation

Please rate the City Clerk using the following scale:

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|-----|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |

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| 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 |
| COMMENTS: <ul style="list-style-type: none"> • Heather run her department in a smooth organized and professional manner. |

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

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 |
| COMMENTS: <ul style="list-style-type: none"> • Clerks office always maintains a tight budget |

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

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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 commands expert knowledge of processes and 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 sets the highest standards of integrity and ethics.

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:
• Heather is a highly effective communicator.

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 always the consummate professional.

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:
• Response and attention to scheduling details could stand some improvement.

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">• Heather excels in this area. |

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">• Heather works well with her fellow charter officers. |

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 |
| COMMENTS: <ul style="list-style-type: none">• Overall, Heather runs a top notch department of professionals. |

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)

Overall performance is excellent. Slight improvement needed in area of prompt and accurate calendar scheduling for commission events and activities.

(EMPLOYEES COMMENT)

CITY CLERK SIGNATURE / DATE:

| | |
|--------------------|---------------|
| (INSERT SIGNATURE) | (INSERT DATE) |
|--------------------|---------------|

CITY COMMISSIONER SIGNATURE / DATE:

| | |
|-----------------------------------|----------------------------------|
| (INSERT SIGNATURE) Phil Stokes | (INSERT DATE) October 15,2024 |
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