



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

- 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

COMMENTS: Thank you for taking a department that was in disarray due to low moral and the multiple departures and bringing sense of stability and professionalism to it. To even walk through the department, it is noticeable. You had a lot to tackle in a very short period of time and over a department that you were extremely new at and in transition with. You have accomplished much more than I could have expected, and I am glad you are a part of the City of North Port.

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

2. 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: I have not witnessed anything but complete professionalism, in all areas of management.</p>

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

3. Communication Skills
<ul style="list-style-type: none"> • 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
<p>COMMENTS: You have been a fantastic addition to the clerks department, so I don't want to detract from that in the slightest. However, I would suggest that you work a little harder at all forms of communication. In your position, you provide information to many, specifically the commission, which is ever changing. To be able to provide each commissioner with the confidence that things wont go missed, even if it wasn't received by your preferred form of communication is important, which will allow for a smoother flow not only for the commissioner but also for the clerks department in an ever changing commission environment.</p>

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

4. Interaction With The Public
<ul style="list-style-type: none"> • Maintains a positive relationship with the public

<ul style="list-style-type: none"> • Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings
<p>COMMENTS: You have been exceptional in this.</p>

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

<p>5. Interaction With Commission</p>
<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: I think you have been great in your interaction with the commission as a whole. Your job has been quite daunting since the clerk's departure and you have handled it with confidence and grace. My only suggestion would be by my reference to my comments in item 3 concerning communication skills and making sure that you become proficient in all areas of communication as each commissioner changes and their means of communication will constantly change.</p>

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

<p>6. Interaction With Intergovernmental And Professional Agencies</p>
<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: I think you have done a good job at this and will not hit you as hard as you did yourself, considering you have been doing a job that was above your paygrade with almost no workplace acclimation. This would require extra attention and time in order to cut that learning and trusting curve down to do the bang up job you have done.</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
COMMENTS: I receive nothing but high remarks from the directors and your peers.

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 managementDemonstrate a friendly and supportive attitude toward City Clerk staff, encouraging them to seek guidance in resolving problems related to the City organizationChallenge City Clerk staff to perform at their highest levelExhibit effectiveness at leading, directing and developing City Clerk staff
COMMENTS: This is another area that I have only received high remarks from those who work under you. You are strong leader and I believe with your work ethic and desire to improve you will only strengthen more as the year progresses.

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, you have, if you ask me, been a shining star. There was far more put on you and required of you than any of us expected, especially yourself I am sure. You have handled the pressure head on, with a perseverance and grace that most don't have. I have never heard you complain and those who work under you have only had good things to say. Thank you for your work ethic and your passion for the industry you represent, not only to us but to the public. You recognize it as an obligation that is bigger than yourself and that is commendable.

Christopher Hanks

(EMPLOYEES COMMENT)

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DEPUTY CITY CLERK SIGNATURE / DATE:

(INSERT SIGNATURE) <i>Heathcliff Taylor</i>	(INSERT DATE) <i>12/18/19</i>
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CITY COMMISSIONER SIGNATURE / DATE:

(INSERT SIGNATURE) <i>[Signature]</i>	(INSERT DATE) <i>12/18/19</i>
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