



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
COMMENTS: Yes, Heather is exceptional in all of those areas noted! •

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
COMMENTS: Budget has always been completed and presented in a timely fashion. •

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

COMMENTS: Heather has brought forward initiatives relating to the functions of the City Clerk in order to further the city's goals and objectives.

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X5-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: I have never witnessed Heather NOT conducting herself in accordance with the ethical standards of the office of a Charter Officer.

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X5-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:

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X5-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 always displays the utmost respect for all who attend the Commission meetings, paying special attention to those who may not be familiar with the protocol of how a Commission meeting is conducted.

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X5-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 is always readily available to answer questions that are related to Commission matters, and will do the research, if necessary, to give complete comprehensive answers.

- She also prepares an excellent Agenda packet with all of the necessary backup materials, as well as providing a well-written agenda to be used at the meeting, with suggested language for motions, and outlining the correct order for the purpose of conducting Commission meetings properly.

X5-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
<p>COMMENTS: Heather does an excellent job maintaining and keeping up with the paperwork submitted by candidates, and regularly sends out reminders about what form is due and when it is due. She is always available to answer questions about the forms that need to be completed for the election process.</p> <ul style="list-style-type: none"> •

X5-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
<p>COMMENTS: Our City Clerk demonstrates that she is very aware of the importance of having a positive working relationship with the Charter Officers in order to help foster cooperation that will ultimately benefit of the City.</p> <ul style="list-style-type: none"> •

X5-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: Heather's ability to lead and supervise the City Clerk staff is evidenced by the cohesive effectiveness displayed by her staff!

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X5-Exceptional 4-Highly Effective 3-Proficient 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

OVERALL RATING

Score 50

X5-Exceptional 4-Highly Effective 3-Proficient 2-Inconsistent 1-Unsatisfactory
 N/A-Not Applicable

(CITY COMMISSIONERS COMMENT)

The proof of Heather's outstanding capability as a City Clerk is evidenced by the smoothness of the Commission meetings as they are conducted and with all of the responsibilities of the City Clerk's office being exceptionally organized which instills confidence in all who interact with her office as well as those who attend the Commission meetings, whether as a participant or a spectator.

(EMPLOYEES COMMENT)

CITY CLERK SIGNATURE / DATE:

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

(INSERT SIGNATURE) <i>Alice White</i>	(INSERT DATE) 10/1/24
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