



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>Heather does an exceptional job leading the Clerk's Department. She is definitely on top of everything needed to help this commission accomplish all tasks as they arise.</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:</p> <ul style="list-style-type: none"> • Heather is awesome at preparing and controlling our budget. I often joke with her when I may need something, and her reply always is well sorry not in the budget.

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> <ul style="list-style-type: none"> Heather does an outstanding job on recommending either changes or new implementation of possible new policies as needed

- 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"> Heather is always very professional, hard working, and a Class Act when performing her duties.

- 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"> I have had no issues with Heather on any communications.

- 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> <ul style="list-style-type: none"> Heather does an amazing job keeping everything working smoothly in her department and have not received any complaints from the public concerning the operation of her department.

- 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
<p>COMMENTS:</p> <ul style="list-style-type: none"> • Heather is a blessing to work with she will go over and beyond getting anything I may need to accomplish whatever I am trying to accomplish.

5-Exceptional
4-Highly Effective
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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:</p> <ul style="list-style-type: none"> • Again Heather is always professional and a great representative to this city on all levels.

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
<p>COMMENTS:</p> <ul style="list-style-type: none"> • I believe Heather works very well with the other charter officers

5-Exceptional
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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 is right where she belongs. She is a great leader for her department and I appreciate all she does for the city.

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)

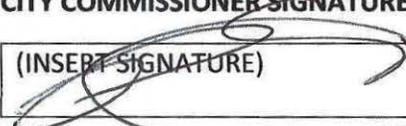
I believe Heather is a true blessing to the City of North Port, she fits right in in and is vastly knowledgeable pertaining to her responsibilities. I have worked with other clerks in the past and Heather has to be at the top of the list.

(EMPLOYEES COMMENT)

CITY CLERK SIGNATURE / DATE:

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

 (INSERT SIGNATURE)	(INSERT DATE) 2-24-2022
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