



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: Heather is always on top of her game. Very efficient and effective. <ul style="list-style-type: none"> •

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: Keeps her department running at budget. <ul style="list-style-type: none"> •

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:
• Strong knowledge of city policies and processes.

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:
• Extremely ethical and professional in her profession capacity.

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:
•
Good communication skills.

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: Consistently projecting professional and articulate behavior.
•

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: Always responsive and supportive to commission.
•

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: Good intergovernmental relations and excellent representative as our city election official. Very helpful. <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: Works very well with charter officers and department directors. <ul style="list-style-type: none">•

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: Runs an effective department. <ul style="list-style-type: none">•

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)

Heather is a top notch professional who is extremely knowledgeable with regard to city policy and procedures. She is a solid manager, following up on her staff to provide superior support to commission, fellow charter officers and department directors.

(EMPLOYEES COMMENT)

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CITY CLERK SIGNATURE / DATE:

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

(Phil Stokes)	(INSERT DATE) 3/13/24
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