



## 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
<ul style="list-style-type: none"><li>• The ability to maintain the structure of the City Clerk's Department</li><li>• Effectively manage procedures for selection of City Board members because of expirations, terms or resignations</li><li>• The ability to perform advanced clerical work in preparation of agenda, minutes and special programs</li><li>• The ability to authenticate official documents, counter sign warrants for payment obligations, notarize documents and administer oaths</li></ul>
COMMENTS:

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

<b>2. Ethics and Integrity</b>
<ul style="list-style-type: none"> <li>• Conducts self in accordance with the ethical standards of the office of a Charter Officer</li> </ul>
COMMENTS:

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

<b>3. Communication Skills</b>
<ul style="list-style-type: none"> <li>• Demonstrates effective oral and written communication skills</li> <li>• Prepares professional reports, memorandums and correspondence</li> <li>• Prepares appropriate legal advertisement for the news media, adhering to strict assigned deadlines for ordinances, resolutions, meetings, meeting changes and City budget</li> </ul>
COMMENTS:

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

<b>4. Interaction With The Public</b>
<ul style="list-style-type: none"> <li>• Maintains a positive relationship with the public</li> <li>• Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings</li> </ul>
COMMENTS:

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

5. Interaction With Commission
<ul style="list-style-type: none"> <li>• Maintains an open and trusting relationship with the City Commission, both collectively and individually               <ul style="list-style-type: none"> <li>▪ Responds to their concerns in an effective and timely manner</li> <li>▪ Plays a supportive role to the Commission in their responsibilities as elected officials, without getting involved in partisan politics</li> </ul> </li> <li>• Effectively represents the City Clerk in his/her absence</li> </ul>
COMMENTS:

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

6. Interaction With Intergovernmental And Professional Agencies
<ul style="list-style-type: none"> <li>• Maintains a positive relationship with other governmental agencies</li> <li>• Fosters a high level of respect for the City of North Port</li> <li>• Takes an active role in professional organizations</li> </ul>
COMMENTS:

- 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"> <li>• Establishes and maintains a positive working relationship with Charter Officers and Department Directors displaying support and concern for their role in City Government</li> </ul>
COMMENTS:

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

<b>8. Leadership/Supervision</b>
<ul style="list-style-type: none"><li>• Portray a healthy tolerance for the uncertainties which are inherent in municipal management</li><li>• Demonstrate a friendly and supportive attitude toward City Clerk staff, encouraging them to seek guidance in resolving problems related to the City organization</li><li>• Challenge City Clerk staff to perform at their highest level</li><li>• Exhibit effectiveness at leading, directing and developing City Clerk staff</li></ul>
COMMENTS:

- 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)

Deputy Clerk Taylor has had a huge Undertaking within this department. She has done a wonderful job in Building Confidence, reorganizing and focussing on efficiencies.

(EMPLOYEES COMMENT)

**DEPUTY CITY CLERK SIGNATURE / DATE:**

(INSERT SIGNATURE) <i>Heather Taylor</i>	(INSERT DATE) <i>11/14/2020</i>
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**CITY COMMISSIONER SIGNATURE / DATE:**

(INSERT SIGNATURE) <i>[Signature]</i>	(INSERT DATE) <i>1/14/20</i>
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