



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"> 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
<p>COMMENTS: In this field, I believe Ms. Taylor has performed exceptionally. She thrown into performing the Clerk’s role when the Clerk went out on leave. She took on a team and department that was quickly unraveling and working without much structure that was reasonable and fair. There were positions that were not being properly utilized, while others were over utilized. She was instrumental in getting the changes within the department structure and job descriptions to a place that allows the office to function as a team. Ms. Taylor is, also, working with the consultant to bring even more changes to the department and to the advisory boards in order to make each more productive and accountable. We decided to allow Ms. Taylor to go through this process with the consultant before hiring a new Clerk.</p>

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: Ms. Taylor has inner ethics, and desires to do the right thing in each situation. Learning the avenue to achieve that, is something that takes a bit of time in every environment. I'm assured, because of her inner ethics, that she will learn quickly those avenues to achieve the best environment and processes, in any role that she fulfills.</p>

- 5-Exceptional
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 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: Ms. Taylor communicates very effectively and often, so it helps with setting a proper environment with the commission. She feeds us information that keeps us abreast of the actions within her department. Even while filling the role of Deputy Clerk, she made quarterly memos for us to know what she had done and accomplished. Attending more classes on public speaking and communication will only aid her in her development as a leader. I would caution being too hasty with some of the responses and decisions/communications and allow for the thought processes to settle before marching forward with changes. It will save... 'measuring twice, cutting once'. And, allow others to catch up with her without confusion.</p>

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 N/A-Not Applicable

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

COMMENTS: At this point, with Ms. Taylor serving as the interim clerk, there is not much opportunity for her to participate with the community. She has double duty with Deputy Clerk and Interim Clerk, so her hours are spent with department duties. She does provide professional customer service with the public within the duties of the clerk's office.

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5. 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
- Effectively represents the City Clerk in his/her absence

COMMENTS: Ms. Taylor was in her position less than 6 months, when she had to fill Clerk duties as the previous Clerk, went out on leave, and then, resigned, so now she is doing the duties as the Interim City Clerk. She has been very effective filling that roll. Ms. Taylor is very responsive to the individual commissioners, doing her best to be all she can be to each of us, and trying to do it without partiality. More time in the City will perfect the interactions with the commission as the processes and the duties of the department are defined more through the consultant's work.

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6. Interaction With Intergovernmental And Professional Agencies

- 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

COMMENTS: As Deputy Clerk, Ms. Taylor, has carried from her previous position, with Venice, a positive relationship with other cities... and, continues to expand that relationship. As she works within the election process, she exercises professionalism with the other agencies. Because she is interim, she is not currently, expected to take an active role in professional organizations within the community or area.

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 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
<p>COMMENTS: Ms. Taylor, has a positive working relationship with administrative staff, though, now, with serving less than a year in the position, the knowledge level is not there to be able to support other areas and roles within the City. She needs to focus on the development of her own department before she can truly aid any other department, outside of the duties that are called upon for her department to perform.</p>

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8. 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
<p>COMMENTS: Ms. Taylor has addressed many concerns within the department staff, and her supervision skills are making a difference. She is not afraid to ask for guidance, either. There have been many hurdles, within the department and outside the department, that have made this year a tough year. I have seen Ms. Taylor grow because of all of it. Learning life lessons as an individual, causes one to become a better leader. Ms. Taylor learns and adjusts from lessons, and nothing more can be asked.</p>

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OVERALL RATING

Score

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

(CITY COMMISSIONERS COMMENT)

The overall score is rounded to a 4. Ms. Taylor is doing a very nice job in her service to our City. I greatly appreciate her stepping up and making the department function at the level it is charged to function at. A Deputy Clerk has never worked so hard! She is not afraid of accountability... and, that is a great benefit in getting the department where it needs to be. Thank you for your hard work! It is greatly appreciated!

(EMPLOYEES COMMENT)

Thank you for your evaluation. I look forward to continuing to serve the City and growing in my career.

DEPUTY CITY CLERK SIGNATURE / DATE:

<i>Heather Taylor</i>	12/18/19
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CITY COMMISSIONER SIGNATURE / DATE:

<i>Jill Luke</i>	12/16/19
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