

CITY OF NORTH PORT

DEPUTY CITY CLERK

ANNUAL PERFORMANCE APPRAISAL

Deputy City Clerk's Name: Kathryn Peto

JOB PERFORMANCE RATINGS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ADMINISTRATION AND ORGANIZATIONAL MANAGEMENT:

The ability to structure the city clerk department and plan and organize its 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, and carry out the goals and policies adopted by the City Commission

Rating: FS Comments: At this point in my experience, I am effectively assisting the City Clerk with structuring the department and helping organize the incoming work to meet the needs of the City Commission, Charter Officers, employees, board members, and citizens. The City Clerk and I are working closely to determine some new avenues to get the work load at a manageable amount.

BUDGETING AND FINANCIAL MANAGEMENT:

The ability to develop and monitor budgets for City Commission and City Clerk department to meet their needs

Rating: FS Comments: At this point in my experience, I feel that I am effectively assisting with developing and monitoring the budget for both the City Commission and City Clerk Department.

POLICY AND PROGRAM DEVELOPMENT:

Demonstrates the ability to recommend policies to enhance the city's goals and objectives.

Rating: FS Comments: At this point in my experience, I have demonstrated a good ability to assist the City Clerk with recommending policies that will enhance the City's goals and objectives.

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U=Unsatisfactory

EMPLOYEE RELATIONS AND STAFF DEVELOPMENT:

Demonstrates the ability to (as the need arises) recruit and retain high quality personnel for the city clerk's office, to set a high standard of performance for employees, and to foster a sense of commitment to providing a high level of public service to the citizens

Rating: FS Comments: I feel that I have put a lot of thought and input into the recent hiring process for the new position within the City Clerk Department. While the decision ultimately lies with the City Clerk I believe that her and I have worked very hard together to retain a high quality of personnel.

ETHICS AND INTEGRITY:

Conducts self in accordance with the ethical standards of the office of a Charter Officer:

Rating: E Comments: I conduct myself in accordance with the ethical standards of the office of a Charter Officer.

COMMUNICATION SKILLS:

Demonstrates effective oral and written communication skills, conveying ideas and information in a manner that is clear and concise and well organized.

Rating: FS Comments: I believe that both my oral and written communication skills are effective for conveying information.

INTERACTION WITH THE PUBLIC:

Maintains a positive relationship with the public.

Rating: FS Comments: During any interaction with the public I always strive to maintain a good relationship and meet their needs thoroughly and effectively.

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating: FS Comments: During any interaction with the Media I always strive to maintain a good working relationship and treat the Media as I would any other Citizen.

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INTERACTION WITH COMMISSION:

Maintains an open and trusting relationship with the City Commission, both collectively and individually, and 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.

Rating: E Comments: I believe that I have an open and trusting relationship with all of the Commissioners without getting involved in partisan politics. While I am still training, I do believe that any concerns that have been brought to my attention are handled effectively and timely. I am willing to admit that I do not know all the answers or solutions right away, but I will research them and relay any communications back to the Commission.

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.

Rating: E Comments: My interaction of other governmental agencies has been positive, and I always conduct myself in a manner that reflects well on the City of North Port.

INTERACTION WITH CHARTER OFFICERS AND DEPARTMENT DIRECTORS:

Establishes and maintains a positive working relationship with Charter Officers and department directors, displaying support and concern for their role in City government.

Rating: E Comments: I have established and maintained both a positive and constructive working relationship with the Charter Officers and Department Directors. I intend to continue building those relationships for the betterment of the City of North Port.

PERSONAL CHARACTERISTICS:

Maintains a high level of personal direction, manages stress effectively, and maintains a healthy tolerance for the uncertainties which are inherent in municipal management. Demonstrates a friendly and supportive attitude toward others, encouraging them to seek guidance in resolving problems related to the City organization.

Rating: FS Comments: I believe that I am ambitious and eager to learn anything that I can to help build myself as the Deputy City Clerk. I manage my stress well and don't let any obstacles that I encounter deter me from the task at hand. I am always friendly and supportive to others and willing to help in any way I can.

MOST SIGNIFICANT ASSET(S): (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest leadership traits demonstrated by the Deputy City Clerk?

I feel that my strongest point is my desire to want to learn and continue to grow in my position. There are several areas that I need more training and experience in, I will never turn down an opportunity to learn. I am excited to have started my classes toward getting my CMC designation and that will be a great accomplishment, once completed.

DEVELOPMENTAL AREA(S):

What areas of the Deputy City Clerk's performance do you feel need growth and development? Why? Do you have suggestions as to how the Deputy City Clerk can improve in these areas?

I feel that I am need of more training in several areas such as Parliamentary Procedures, State records retention schedules, and the budget. I do believe that all these areas of need will be addressed as I acquire more experience, but I will continue to research and observe these processes when the times come available.

PERFORMANCE LEVELS:**Excellent (E)**

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

Fully Satisfactory (FS)

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

Satisfactory (S)

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

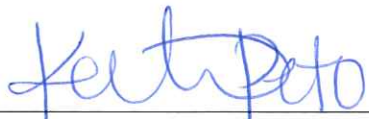
Unsatisfactory (U)

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings. Justification is required.

CIRCLE RATING LETTERS FOR EACH ITEM BELOW:

Administration and Organizational Management	E	(FS)	S	U
Budgeting and Financial Management	E	(FS)	S	U
Policy and Program Development	E	(FS)	S	U
Employee Relations and Staff Development	E	(FS)	S	U
Ethics and Integrity	(E)	FS	S	U
Communication Skills	E	(FS)	S	U
Interaction with Public	E	(FS)	S	U
Interaction with Press and Media	E	(FS)	S	U
Interaction with Commission	(E)	FS	S	U
Interaction with Intergovernmental & Professional Agencies	(E)	FS	S	U
Interaction with Charter Officers & Department Directors	(E)	FS	S	U
Personal Characteristics	E	(FS)	S	U
TOTALS:	4	8	0	0

SIGNATURES:



Deputy City Clerk



Date

Commissioner

Date

FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:

Date