

CITY OF NORTH PORT

CITY CLERK

ANNUAL PERFORMANCE EVALUATION FORM

City Clerk's Name:

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: _____ Comments: _____

BUDGETING AND FINANCIAL MANAGEMENT:

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

Rating: _____ Comments: _____

POLICY AND PROGRAM DEVELOPMENT:

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

Rating: _____ Comments: _____

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

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: _____ Comments: _____

ETHICS AND INTEGRITY:

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

Rating: _____ Comments: _____

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: _____ Comments: _____

INTERACTION WITH THE PUBLIC:

Maintains a positive relationship with the public.

Rating: _____ Comments: _____

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S=Satisfactory

U=Unsatisfactory

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating:_____ Comments:_____

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:_____ Comments:_____

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:_____ Comments:_____

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:_____ Comments:_____

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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:_____ Comments:_____

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 City Clerk?

DEVELOPMENTAL AREA(S):

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

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 Mayor and Council | 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 | <u>E</u> | <u>FS</u> | <u>S</u> | <u>U</u> |

TOTALS:

SIGNATURES:

City Clerk

Date

Commissioner

Date

FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:

Date