



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 - The ability to structure the City Clerk's Office - 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 has set up her department to work in the most efficient ways to accomplish their goals.

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

2. Budgeting and Financial Management - The ability to develop and monitor budgets for: - City Commission - City Clerk's Office
COMMENTS: Heather is very budget conscious conscience of her budget and only gets or asks for what it is absolutely needed

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

3. Policy and Program Development
Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives
COMMENTS: <i>Heather is Always looking for possible ways to Achieve her goals via the best ways possible</i>

☐ 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: <i>Heather is Always professional with a very high standard of ethics</i>

☒ 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: <i>Heather Always keeps us up to date on Commission matters</i>

☐ 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: <i>Heather is Always professional when communicating with the Public</i>

☐ 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: Heather is always willing to help whenever a commissioner has a work related situation

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

8. 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 - Effectively serves as the Election Official for the City of North Port
COMMENTS: Heather is very good working with others.

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

9. 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
COMMENTS: Heather works very well with the other charter officers.

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

10. Leadership/Supervision
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:

Heather ~~runs~~ runs her department very well.

☒ 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)

The City is very blessed Having Heather as our City Clerk

(EMPLOYEES COMMENT)

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CITY CLERK SIGNATURE / DATE:

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

(INSERT SIGNATURE)	(INSERT DATE)
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10 Oct 2025