

City Clerk Evaluation

Performance is consistently superior and significantly exceeds

Please rate the City Clerk using the following scale:

expectations.

Exceptional

5

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		
		structure the City Clerk's Office		
	•	and organizes work in such a way as to effectively and efficiently meet		
		nunicipal service needs of City Commission, charter officers, department		
	heads	s, employees, advisory board members and citizens		
	■ Carrie	es out goals and policies adopted by the City Commission		
COM //	MENTS:	set up her department to the most efficient ways to		
Heard	72/ 12/1	most afficient users & o		
Lench In the Most efficient ways to				
200		their goals.		
1466	0m 01121	V nel 2 9 0 413.		
≰ 15-Excep	tional 🗆 4-Highly E	ffective 3-Proficient 2-Inconsistent 1-Unsatisfactory		
*	ot Applicable			
,	1.4			
2.	Budgeting and Finan	cial Management		
	• The ability to	develop and monitor budgets for:		
1	• City 0	Commission		
	■ City (Clerk's Office		
COM	MENTS:			
16 00	the 15 Ve	y budget conserve Consie-ca et		
Mean	111	La d'ante auts or ASKS for		
He-	- budge	and order fells		
L	Uhat 17	y budget consess Consie-ce of and only gets or ASKS for is Assolutely worded		

≤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: Hearther is Always looking for possible ways to Achieve her goals win the best ways possible
□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: Heather 15 Alvays professions at with a very high standard of ethics
△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: Heather Always Keeps us up to date on Commission matters
□ 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: Herther is Always professional when Communication a 145 the Public

☐ 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
a commissione- has a work relipted 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
Heathers is very good working with others.
□ 5-Exceptional
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
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 rong her department very well.				
OVERALL RATING Score				
☑5-Exceptional □4-Highly Effective □3-Proficient □2-Inconsistent □1-Unsatisfactory □ N/A-Not Applicable				
(CITY COMMISSIONERS COMMENT)				
The City 15 very blessed Having Heather as our City Clerk				
(EMPLOYEES COMMENT)				
CITY CLERK SIGNATURE / DATE:				
(INSERT SIGNATURE) (INSERT DATE)				
CITY COMMISSIONER SIGNATURE / DATE:				
(INSERT STERVATURE) (INSERT DATE) 10 oct 2025				