



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
<ul style="list-style-type: none"> • The ability to structure the City Clerk’s Office <ul style="list-style-type: none"> ▪ 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 is always on top of her game. Her department runs smooth and efficient. <ul style="list-style-type: none"> •

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

2. Budgeting and Financial Management
<ul style="list-style-type: none"> • The ability to develop and monitor budgets for: <ul style="list-style-type: none"> ▪ City Commission ▪ City Clerk’s Office
COMMENTS: <ul style="list-style-type: none"> • I have no frame of reference regarding this area except to point to efficiency of monitoring the budget.

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

3. Policy and Program Development
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<ul style="list-style-type: none"> • Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives
<p>COMMENTS:</p> <ul style="list-style-type: none"> • Always provides good guidance based upon city policy and objectives.

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

4. 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:</p> <ul style="list-style-type: none"> • Most professional and stickler for following the rules.

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

5. Communication Skills
<ul style="list-style-type: none"> • Demonstrates effective oral and written communication skills
<p>COMMENTS:</p> <ul style="list-style-type: none"> • Very articulate in communication both on and off the dais.

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

6. Interaction With The Public
<ul style="list-style-type: none"> • 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
<p>COMMENTS:</p> <ul style="list-style-type: none"> • Very professional and articulate in dealing with everyone.

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

7. Interaction With Commission
<ul style="list-style-type: none"> • Maintains an open and trusting relationship with the City Commission, both collectively and individually <ul style="list-style-type: none"> ▪ 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
<p>COMMENTS: Always supportive and helpful when asked.</p> <ul style="list-style-type: none"> •

- 5-Exceptional
 4-Highly Effective
 3-Proficient
 2-Inconsistent
 1-Unsatisfactory

N/A-Not Applicable

8. Interaction With Intergovernmental And Professional Agencies
<ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• Heather makes an outstanding representative for our city.

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

9. 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
COMMENTS: <ul style="list-style-type: none">• Heather is a team player and works well with the team.

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

10. 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• 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: <ul style="list-style-type: none">• She commands respect of her peers by setting high standards and by example.

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)

Heather has demonstrated superior knowledge of her job and has consistently served as a cornerstone of our city leadership team. She is prompt to respond to others needs and performs all her job functions in a most professional manner.

(EMPLOYEES COMMENT)

CITY CLERK SIGNATURE / DATE:

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

Phil Stokes	2/24/24
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