



City Clerk Self 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
<p>COMMENTS:</p> <ul style="list-style-type: none"> • While being short staffed for the last 6 months, myself, Assistant City Clerk, and Board Specialist II maintained the workload of all Commission and District meetings and Advisory Board meetings including ensuring agendas were posted in advance of code requirements and meeting minutes completed. • Continued to carry out current goals and policies adopted by the City Commission as well as recommend policy changes for continued improvement to process.

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
<p>COMMENTS:</p> <ul style="list-style-type: none"> • Monitored both City Commission and City Clerk budgets to ensure both stayed within the current Fiscal Year (FY) budget.

- Developed the upcoming FY budget with no proposed budget proposals and no increases with the exception of general increases provided by current vendors.

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

3. Policy and Program Development
<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"> • Currently working on policy regarding off-site records storage and advisory boards management to be presented to Commission for review, recommendation, and approval. • Started monthly agenda items regarding advisory board memorandums/recommendations to ensure Commission review and communication to advisory boards.

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"> • Continued conducting myself in accordance with ethical standards of the office of a Charter Officer.

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"> • Continued open and direct communication with Commissioners, staff, department directors, and charter officers.

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"> • My staff and I hold customer service and communication with the public to the highest standards within the department. Staff has received positive feedback from citizens coming into City Hall whose experience did not start off positive. Staff were able to listen to the citizen, calming the citizen down, and the experience ended on a positive note. • I am currently researching options to provide more information to the public to increase accessibility to information and transparency.

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

<p>7. Interaction With Commission</p> <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:</p> <ul style="list-style-type: none"> • I take pride in supporting each Commissioner in their responsibilities without getting involved in partisan politics. I am available for all Commissioner as needed to assist with their individual needs.

5-Exceptional
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 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable

<p>8. Interaction With Intergovernmental And Professional Agencies</p> <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
<p>COMMENTS:</p> <ul style="list-style-type: none"> • As a recent graduate of North Port Area Chamber of Commerce Leadership Class of 2024, I interacted with numerous businesses and agencies throughout the County, as well as business owners that were in the Leadership Class. My interactions were always handled in a professional and positive manner. • Successfully completed the primary election in August which included the qualification of 7 candidates, ensuring receipt of all campaign reports, and processing of 2 Political Action Committee paperwork.

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 N/A-Not Applicable

<p>9. Interaction With Charter Officers And Department Directors</p>

<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
<p>COMMENTS:</p> <ul style="list-style-type: none"> Continued positive working relationships with all staff within the City. Created internal processes (Smartsheet) to assist department directors and Charter Officers in tracking official documents and for a centralized location for retrieval of fully executed documents.

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 2-Inconsistent
 1-Unsatisfactory
 N/A-Not Applicable

<p>10. Leadership/Supervision</p>
<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
<p>COMMENTS:</p> <ul style="list-style-type: none"> Continued to maintain high expectations of both my staff and me in both work product within the department as well as personal and professional development.

5-Exceptional
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 N/A-Not Applicable

OVERALL RATING

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

(CITY COMMISSIONERS COMMENT)

(EMPLOYEES COMMENT)

CITY CLERK SIGNATURE / DATE:

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

(INSERT SIGNATURE)	(INSERT DATE)