



## 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.

<b>1. Administration and Organization Management</b>
<ul style="list-style-type: none"> <li>• The ability to structure the City Clerk's Office           <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Carries out goals and policies adopted by the City Commission</li> </ul> </li> </ul>
COMMENTS: <ul style="list-style-type: none"> <li>• Heather has always been on top of everything relating to the Clerk's Department.</li> </ul>

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

<b>2. Budgeting and Financial Management</b>
<ul style="list-style-type: none"> <li>• The ability to develop and monitor budgets for:           <ul style="list-style-type: none"> <li>▪ City Commission</li> <li>▪ City Clerk's Office</li> </ul> </li> </ul>
COMMENTS: <ul style="list-style-type: none"> <li>• Heather is very fiscally responsible in her decision's when it comes to preparing budgets.</li> </ul>

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

<b>3. Policy and Program Development</b>
<ul style="list-style-type: none"> <li>• Demonstrates the ability to recommend policies related to City Clerk function to enhance the city's goals and objectives</li> </ul>

**COMMENTS:**

- Heather is normally one step ahead of commission when it comes to the needs of possible new policies relating to the Clerk's Department.

- 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 is very professional at all times.

- 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:**

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- 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:**

- Heather does a fantastic job when it comes to working with the public. Sometimes it can be very difficult, but she takes it in stride in order to help them the best she can.

- 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:**

- I have absolutely had no issues with Heather in regard to her interactions with myself. She is the utmost professional and always willing to help.

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

<b>8. Interaction With Intergovernmental And Professional Agencies</b>
<ul style="list-style-type: none"> <li>Maintains a positive relationship with other governmental agencies</li> <li>Fosters a high level of respect for the City of North Port</li> <li>Effectively serves as the Election Official for the City of North Port</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>Again Heather is a professional and holds herself to high standards when at work.</li> </ul>

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

<b>9. Interaction With Charter Officers And Department Directors</b>
<ul style="list-style-type: none"> <li>Establishes and maintains a positive working relationship with Charter Officers and Department Directors displaying support and concern for their role in City Government</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>I have never once had any Charter Officer or Staff member complain about working with Heather.</li> </ul>

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

<b>10. Leadership/Supervision</b>
<ul style="list-style-type: none"> <li>Portray a healthy tolerance for the uncertainties which are inherent in municipal management</li> <li>Demonstrate a friendly and supportive attitude toward City Clerk staff, encouraging them to seek guidance in resolving problems related to the city organization</li> <li>Challenge City Clerk staff to perform at their highest level</li> <li>Exhibit effectiveness at leading, directing and developing City Clerk staff</li> <li>Demonstrates the ability to set a high standard of performance for City Clerk's office</li> <li>Fosters a sense of commitment to provide a high level of public service to the citizens</li> <li>Maintains a positive and fair work environment that supports City Clerk employees to ensure their professional success</li> <li>Encourages staff development</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>Heather is a natural leader, and it shows. I have the pleasure of being able to work with her and I appreciate everything she does for the city.</li> </ul>

- 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)

It has been my honor to be able to work with Heather over the past few years. She is what you would want in any scenario of being a team leader. She is very professional and dedicated to her job. The City and the Clerk's Department is in great hands with her at the Helm.

(EMPLOYEES COMMENT)

CITY CLERK SIGNATURE / DATE:

(INSERT SIGNATURE) <i>Heather Faust</i>	(INSERT DATE) <i>3-6-23</i>
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CITY COMMISSIONER SIGNATURE / DATE:

(INSERT SIGNATURE) <i>[Signature]</i>	(INSERT DATE) <i>3-6-23</i>
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