



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: <ul style="list-style-type: none"> • City Clerk Faust keeps the City Clerk's Office humming along extremely efficiently and effectively.

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: Provides budgets that meet the needs of the City Clerk's office as well as those of the Commissioners. <ul style="list-style-type: none"> •

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"> • City Clerk Faust has provided solutions and has made recommendations as needed in matters pertaining to meeting those goals and objectives set forth by the City Commission.

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"> •

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"> •

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"> • City Clerk Faust maintains a professional demeanor and remains objective when interacting with the public throughout City Commission meetings, and outside-of-City Hall events.

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

<ul style="list-style-type: none"> ▪ 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"> • City Clerk Faust has always made herself available when I have had questions about procedural matters, even responding to my phone messages or emails in a very timely fashion.

5-Exceptional
 4-Highly Effective
 3-Proficient
 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"> • City Clerk Faust always has represented the City of North Port in the most professional way, no matter the gathering or occasion.

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

5-Exceptional
 4-Highly Effective
 3-Proficient
 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"> • City Clerk Faust fosters a friendly, welcoming atmosphere for her staff as shown by the collective efforts shown during the holidays, birthdays, etc.

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)

Great job!

(EMPLOYEES COMMENT)

CITY CLERK SIGNATURE / DATE:

(INSERT SIGNATURE) <i>Wendy Faust</i>	(INSERT DATE) <i>4-1-24</i>
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CITY COMMISSIONER SIGNATURE / DATE:

(INSERT SIGNATURE) <i>Duci White</i>	(INSERT DATE) <i>4-1-24</i>
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