

City Clerk Evaluation

Please rate the City Clerk using the following scale:

COMMENTS:

Heather does more with less.

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				
The ability to structure the City Clerk's Office				
 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 extremely organized and efficient and her department is reflective of her				
professionalism.				
oximes5-Exceptional $oximes$ 4-Highly Effective $oximes$ 3-Proficient $oximes$ 2-Inconsistent $oximes$ 1-Unsatisfactory				
□ N/A-Not Applicable				
2. Budgeting and Financial Management				
	The ability to a	develop and monitor budgets for:		
City Commission				
	City C	lerk's Office		

\boxtimes 5-Exceptional \square 4-Highly Effective \square 3-Proficient \square 2-Inconsistent \square 1-Unsatisfactory \square 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: Heather has a great command of policies and practices and is always trying to improve and enhance.				
□ 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 always exhibits a high standard of ethics and integrity.				
5. Communication Skills				
Demonstrates effective oral and written communication skills				
COMMENTS: Heather is an extremely efficient communicator.				
□ 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 always represents city in a professional and articulate manner.				
\square 5-Exceptional \boxtimes 4-Highly Effective \square 3-Proficient \square 2-Inconsistent \square 1-Unsatisfactory \square 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: Heather is very responsive and timely in responding to commission needs.				
□ 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 				
COMMENTS: Heather effectively serves as the election officer for the city and maintains a positive and professional relationship with other governmental agencies.				
□ 5-Exceptional □ 4-Highly Effective □ 3-Proficient □ 2-Inconsistent □ 1-Unsatisfactory □ N/A-Not Applicable				
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 				
COMMENTS: No real knowledge of this area.				
□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 								
	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 dies a professional job leading and directing her staff.									
Treather dies a professional job fedding and directing her start.									
⊠5-Exceptional ⊠4-Highly Effective □3-Proficie	ent □2-Inconsistent □1-Unsatisfactory								
☐ N/A-Not Applicable									
OVERALL RATING									
Score									
	ent □2-Inconsistent □1-Unsatisfactory								
□ N/A-Not Applicable	,								
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(CITY COMMISSIONERS COMMENT)									
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Heather's performance is always top notch, profess	sional and competent.								
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(EMPLOYEES COMMENT)									
CITY CLERK SIGNATURE / DATE:									
(INSERT SIGNATURE)	(INSERT DATE)								
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CITY COMMISSIONER SIGNATURE / DATE:									
(INSERT SIGNATURE	(INSERT DATE)								
Phil Stokes)	10/14/25								