



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

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

<b>4. Ethics and Integrity</b>
<ul style="list-style-type: none"> <li>• Conducts self in accordance with the ethical standards of the office of a Charter Officer</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>•</li> </ul>

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

<b>5. Communication Skills</b>
<ul style="list-style-type: none"> <li>• Demonstrates effective oral and written communication skills</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>•</li> </ul>

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

<b>6. Interaction With The Public</b>
<ul style="list-style-type: none"> <li>• Maintains a positive relationship with the public</li> <li>• Timely response to public records requests</li> <li>• Represents the City in a professional, articulate manner when attending/presenting at community events, neighborhood meetings or social gatherings</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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

<b>7. Interaction With Commission</b>
<ul style="list-style-type: none"> <li>• Maintains an open and trusting relationship with the City Commission, both collectively and individually <ul style="list-style-type: none"> <li>▪ Responds to their concerns in an effective and timely manner</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>▪ Plays a supportive role to the Commission in their responsibilities as elected officials, without getting involved in partisan politics</li> </ul>
<p>COMMENTS:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>

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

<p><b>8. Interaction With Intergovernmental And Professional Agencies</b></p> <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>• City Clerk Faust always has represented the City of North Port in the most professional way, no matter the gathering or occasion.</li> </ul>

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

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

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

<p><b>10. Leadership/Supervision</b></p> <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>• City Clerk Faust fosters a friendly, welcoming atmosphere for her staff as shown by the collective efforts shown during the holidays, birthdays, etc.</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)

<i>Great job!</i>
-------------------

(EMPLOYEES COMMENT)

--

**CITY CLERK SIGNATURE / DATE:**

<p>(INSERT SIGNATURE) <i>Walter Faust</i></p>	<p>(INSERT DATE) <i>4-1-24</i></p>
---------------------------------------------------	----------------------------------------

**CITY COMMISSIONER SIGNATURE / DATE:**

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