



EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Michelle Fischer

Department: Administration

Current Position: City Administrator

Supervisor: Mayor & City Council

Time in Current Position: 04/04/2000

Second-level Supervisor: N/A

Time with Organization: Since 02/1998

90 Day Review: ☐

Annual Review: ☐

SECTION A: REGULAR JOB DUTIES

Attach job description which includes job duties. Review job duties and their specific performance expectations to evaluate how well the employee is performing. Indicate next to each duty that the employee Exceeds Expectation (EE), Meets Expectation (ME), or Needs Improvement (NI) for the current review period. **Comments are required below for items marked Needs Improvement (NI).**

Job Duty	Level of Expectation Met	Comment
(List duties in job description)		
Plans, organizes, and coordinates the organization of City Administration, City Staff, and City Departments to ensure a coordinated and efficient effort to meet the policies, goals and objectives established by the Mayor, City Council, Commissions, and various Committees.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Directs personnel matters as provided in the Personnel Manual.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes daily workloads and staff assignments; reviews progress and directs changes as needed.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Assists in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other employees and agencies as needed.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Oversees Administration, Finance, Legal, Municipal Court, Emergency Management, Information Technology, Communications & Marketing, and Parks & Community Services Departments.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Assists in carrying out Comprehensive Plan.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Assists City Treasurer/Finance Officer in preparation of the annual budget and budget amendments including obtaining budget input and recommendations from Commissions, Committees, and Boards.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Explains, interprets, and provides guidance regarding applicable codes related to lighting and sign ordinance to architects, engineers, contractors, developers, owners, and other interested parties in coordination with the Building Official and Development Department.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Reviews current trends and developments and assists in preparing revisions to City ordinances and local regulations.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Performs research on ordinances as assigned in order to evaluate and recommend improvements to ordinances.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Makes recommendations and carries out the City's Legislative Program as director.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Attends City Council, Commission, Committee, and Board meetings as needed, including those held outside normal business hours.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Works with the City Secretary to prepare agendas, review meeting minutes, and prepare resolutions and ordinances for the Council to consider.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Serves as support staff for the Office of the Mayor and City Council.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Coordinates and oversees the work of consultants hired by the Council as relates to areas of oversight.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Represents the City with other governmental agencies and officials.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Monitors the performance of departments and recommends corrective action where necessary.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Prepares reports and other information for submission to the Council, Commissions, Boards, and, Committees. Administers and coordinates grants applied for and received by the City.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Performs duties and responsibilities of the Deputy City Administrator in the Deputy Administrator's absence.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Performs all other duties as assigned.	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	

SECTION B: JOB PERFORMANCE EXPECTATIONS

Evaluate the employee's job performance related to specific performance standards dimensions. Indicate Exceeds Expectation (EE), Meets Expectation (ME), or Needs Improvement (NI) for the current review period. **Comments are required for items marked Exceeds Expectation (EE) or Needs Improvement (NI).**

Performance Standard Dimension	Level of Expectation Met	Comment
Job Knowledge	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Quality of Work	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Job Productivity	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Judgment/Problem Solving	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Teamwork/Cooperation/Attitude	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Communications/Customer Service	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Attendance/Punctuality	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Adaptability/Creativity/Initiative	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Accountability	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Dependability/Time Management	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Records Management/Procedures	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	
Supervisory Skills (if Supervisor)	<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI	

SECTION C: ACCOMPLISHMENTS & GOAL SETTING

Goals should add value to the department and/or support the department's performance. Goals listed below may be on-going projects or initiatives. In addition, goals may be set to improve individual performance that is not being addressed through formal training and development opportunities (Section D).

Accomplishments for the Current Review Period

List goals set during the prior review period. Indicate Exceeds Expectation (EE), Meets Expectation (ME), or Needs Improvement (NI) for the current review period. **Comments are required for each item marked with Exceeds Expectations (EE) or Needs Improvement (NI) for each goal, project or initiative.**

Current Goal/Project/Initiative	Expectation/Milestones	Level of Expectation Met
		<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI Comment:
		<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI Comment:
		<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI Comment:
		<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI Comment:
		<input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> NI Comment:

Future Goals

Future goals are established for the next performance period (and beyond) and may be based on input from the employee. For any multiyear goals, set an expectation/milestone can be accomplished within the next review period.

Future Goal/Project/Initiative	Expectation/Milestones

SECTION D: TRAINING AND DEVELOPMENT

Training and Development for the Current Review Period

Has the employee completed all required City of Dripping Springs training? ☐ Yes ☐ No
Enter required training.

If not completed, explain?

Future Training and Development

List training and development activities to be completed during the next review period.

Training or Development Activity to be Completed	Deadline

SECTION E: CORRECTIVE ACTION AND COACHING

Describe any employee conduct issues or policy violations that have been discussed with the employee during the evaluation period. Include (with dates) any employee documented coaching/counseling and any corrective action(s) taken.

SECTION F: SUPERVISOR COMMENTS

Include a summary statement or any additional comments/coaching relating to topics not previously covered.

Employee Comments: _____

Employee Signature: _____ **Date:** _____
The employee signature indicates receipt of the evaluation but does not necessarily reflect agreement with the evaluation ratings or comments.

Supervisor Signature: _____ **Date:** _____