



Performance Evaluation

Employee Name: Matthew R. Schmitz Job Title: City Manager

Department: Administration Appraisal Period: From To

Type of Appraisal: Annual: Probation: (months) Other: (type)

Supervisor & Title: City Council Date:

1 – *Unsatisfactory*: Below acceptable standards; performance is consistently deficient

2 – *Needs Improvement*: Improvement needed to meet acceptable standards; performance is inconsistent

3 – *Meets Expectations*: Meets acceptable and established standards; performance is consistent

4 – *Exceeds Expectations*: Above acceptable standards; performance usually exceeds job requirements

5 – *Distinguished*: Outstanding; unquestionably above acceptable standards; performance consistently exceeds job requirements

ESSENTIAL JOB DUTIES	RATING	SUPPORTING EXAMPLES/COMMENTS
1. Supervise enforcement and execution of the city laws.		
2. Attend all meetings of the Council unless excused by the Council.		
3. Recommend to the Council such measures as may be necessary or expedient for good government and welfare of the city.		
4. Possess general supervision and direction of the administration of the city government.		
5. Directly responsible to the Council for the administration of municipal affairs as directed by that body. All city departmental administration requiring the attention of the Council shall be brought before the Council by the Manager. Council involvement in administration initiated by the Council must be coordinated through the Manager.		
6. Supervise and direct the official conduct of all officers, departments and employees of the city.		
7. Possess the power and authority to employ such assistants and other employees of the city for which the Council has approved the position generally, and to discharge said assistants or employees found incompetent or derelict in their duties. This power and authority may be delegated to subordinate officers and department heads to such extent that the Manager deems appropriate on the		

performance of the individuals filling those positions and make such recommendations with regard to their employment as seems appropriate.		
8. Supervise the performance of all contracts for work to be done for the city, supervise all purchases of material and supplies, and see that such material and supplies are received, and are of the quality and character called for by the contract.		
9. Supervise the construction, improvement, repair, maintenance and management of all city property, capital improvements, and undertakings of the city, including the making and preservation of all surveys, maps, plans, drawings, specifications, and estimates for capital improvements, except property, improvements and undertakings managed by a utility board of trustees.		
10. Cooperate with any administrative agency or utility board of trustees.		
11. Responsible for supervision of the cleaning, sprinkling, and lighting of streets, alleys, and public places, and the collection and disposal of waste.		
12. Investigate the affairs and conduct of any department, agency, officer or employee under the supervision of the Manager.		
13. Provide for and cause records to be kept of the issuance and revocation of licenses and permits authorized by city law.		
14. Advise the Council of the financial and other conditions of the city, and of its future needs.		
15. Conduct the business affairs of the city and cause accurate records to be kept by modern and efficient accounting methods.		
16. Provide the Council with periodic written itemized financial reports.		

SUCCESS FACTORS	RATING	SUPPORTING EXAMPLES/COMMENTS
1. Quality of Work-Ability to perform tasks of position with skill, competency & accuracy.		
2. Quantity of Work-Amount of work performed; utilization of time and resources available.		
3. Initiative-Ability to originate new ideas and/or methods and take on added responsibility without delegation; self-motivation.		
4. Dependability-Ability to plan, organize, and schedule assignments; carry through work to completion on schedule; and set priorities.		

5. Job Knowledge-Information concerning work duties which an individual should know for a satisfactory performance.		
6. Attendance-Coming to work daily as scheduled and conforming to work hours.		
7. Courtesy-Friendly and polite attention which an individual imparts on citizens, other employees, supervisors, and Council/Board members.		
8. Personal Appearance-Cleanliness, grooming, neatness and appropriateness of dress on the job.		

ESTABLISHMENT OF GOALS/OBJECTIVES

This evaluation helps the employee and supervisor understand more fully what is involved in doing their jobs as well as clarifying the relationship of their work to the work of others around them. This approach requires that the employee and supervisor agree to a set of goals/objectives, in order of importance, to enhance the overall performance of the employee's job.

1. Proposed Goals/Objectives to Be Completed By Next Evaluation Period.

A. _____

Timetable to complete this action: _____

B. _____

Timetable to complete this action: _____

C. _____

Timetable to complete this action: _____

D. _____

Timetable to complete this action: _____

2. What Are Your Career Objectives?

A. Short Term (1-3 Years)?

B. Long Term (beyond 3 years)?

3. How Do You Plan To Prepare Yourself To Meet Your Career Objectives?

4. What Training and Development Would Help You Improve Your Performance In Your Present Position?

5. What Could Your Supervisor Do to Help Improve Your Performance In Your Present Position?

OVERALL PERFORMANCE RATING

Based upon the preceding factors, but not necessarily an average of the factors since some are more important than others, carefully read the criteria for each of the performance levels and check the term which best describes the employee's overall performance for the evaluation period. **NOTE THAT THIS OVERALL PERFORMANCE RATING (AND NOT NECESSARILY THE AVERAGE OF THE SCORES ABOVE), SHALL CONSTITUTE THE FINAL SCORE. THE OVERALL PERFORMANCE RATING OF EACH COUNCIL MEMBER SHALL THEN BE AVERAGED TO DETERMINE AN AGGREGATE SCORE. THIS AGGREGATE SCORE SHALL BE USED IN DETERMINATIONS RELATIVE TO THE CITY MANAGER'S CONTRACT.**

<input type="checkbox"/> Unsatisfactory: Below acceptable standards; performance is consistently deficient
<input type="checkbox"/> Needs Improvement: Improvement needed to meet acceptable standards; performance is inconsistent
<input type="checkbox"/> Meets Expectations ("Satisfactory" per paragraph 2 of Employee Agreement): Meets acceptable and established standards; performance is consistent
<input type="checkbox"/> Exceeds Expectations: Above acceptable standards; performance usually exceeds job requirements
<input type="checkbox"/> Distinguished: Outstanding; unquestionably above acceptable standards; performance consistently exceeds job requirements

ADDITIONAL REMARKS OR RECOMMENDATIONS:

Rated By:

(Name)

(Title)

If this is a probationary report – this employee ☐ is ☐ is not recommended for ☐ full-time ☐ part-time status.

(Name)

(Title)

(If not used as a self-evaluation form, the employee should sign below).

A copy of this Evaluation has been given to me and has been discussed with me.

(Employee's Name)

(Date)

This evaluation has been reviewed and discussed between the City Council and the City Manager on:
_____.

Council Members

Concurrence

Ward I

YES / NO

Ward II

YES / NO

Ward III

YES / NO

Ward IV

YES / NO

Ward V

YES / NO

At Large

YES/NO

At Large

YES/NO

Signature (City Manager)

Next Evaluation Date