

City Administrator Performance Evaluation

City of Lathrup Village

Evaluation period: _____ to _____

City Council Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to the Mayor. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

5 = Excellent (almost always exceeds the performance standard)

4 = Above average (generally exceeds the performance standard)

3 = Average (generally meets the performance standard)

2 = Below average (usually does not meet the performance standard)

1 = Poor (rarely meets the performance standard)

If a particular item within a category does not apply, rate it an "N/A" and adjust the denominator of the category appropriately when calculating the category score.

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date of the cover page, enter the date the evaluation form was submitted. All evaluations presented before the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance, and attitude appropriate for an executive position

Add the values from above and enter the subtotal $__ \div 5 = ______$ score for this category

Optional Comments: _____

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal $__ \div 5 = ______$ score for this category

Optional Comments: _____

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

____ Carries out directives of the body as a whole as opposed to those of any one member or minority group

____ Sets meeting agendas that reflect the guidance of the governing body and avoid unnecessary involvement in administrative actions

____ Disseminates complete and accurate information equally to all members in a timely manner

____ Assists by facilitating decision-making without usurping authority

____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal ____ ÷ 5 = _____ score for this category

Optional Comments: _____

4. POLICY EXECUTION

____ Implements governing body actions in accordance with the intent of council

____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization

____ Understands, supports, and enforces local government's laws, policies, and ordinances

____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal ____ ÷ 5 = _____ score for this category

Optional Comments: _____

5. REPORTING

____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide

____ Responds in a timely manner to requests from the governing body for special reports

____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature

____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal ____ ÷ 5 = _____ score for this category

Optional Comments: _____

6. CITIZEN RELATIONS

____ Responsive to requests from citizens

____ Demonstrates a dedication to service to the community and its citizens

____ Maintains a nonpartisan approach in dealing with the news media

____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal ____ ÷ 5 = _____ score for this category

Optional Comments: _____

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal $__ \div 5 = ______$ score for this category

Optional Comments: _____

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal $__ \div 5 = ______$ score for this category

Optional Comments: _____

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by the council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages the fiscal activities of the organization

Add the values from above and enter the subtotal $__ \div 5 = ______$ score for this category

Optional Comments: _____

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long-term trends
- _____ Cooperates with other regional, state, and federal government agencies

Add the values from above and enter the subtotal $__ \div 5 = ______$ score for this category

Optional Comments: _____

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?
