

CITY OF LA VERNIA ANNUAL PERFORMANCE EVALUATION: CITY ADMINISTRATOR

The purpose of the evaluation process is to maintain a strong Council/Administrator team by ensuring open and productive communication on an annual basis. During this formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by City Council.

Employee Name _____ Job Title _____

Date _____ Appraisal Period: _____ / _____ / _____ to _____ / _____ / _____
From To

5	Outstanding	Consistently exceeds job factor expectation and is recognized by employees and/or City Council as a leader and positive example for others
4	Above Expectations	Consistently meets and occasionally exceeds job factor expectation.
3	Meets expectations	Consistently meets job expectation.
2	Below Expectations	Frequently fails to meet standards.
1	Needs Improvement	Consistently fails to meet job expectations and a job improvement plan is required.

1. COMMUNICATION AND COMMUNITY RELATIONS:	Rating:
Interacts professionally and courteously with the public, Mayor, Council, employees, customers, and others. Delivers presentations in local venues when necessary. Represents the organization to federal, state, regional, local agencies, and private businesses for the benefit of the City of La Vernia. Ensures that employees understand how their work relates to the organization's mission. Shares and communicates goals to increase alignment, cooperation, and opportunities to collaborate. Is receptive to new ideas and adapts to new situations. Clearly communicates the direction, required performance, and challenges of change to all involved parties.	1 2 3 4 5
COMMENTS:	
2. CITY COUNCIL RELATIONSHIP:	Rating:
Proactively, periodically, and upon request meets with Council members to identify, confirm, and address priorities. Effectively implements policies and programs approved by City Council; carries out directives of City Council as a whole. Keeps City Council informed of current plans and activities of the City of La Vernia and of new developments; provides Council Members with anticipated issues that could come before City Council.	1 2 3 4 5
COMMENTS:	

3. FISCAL MANAGEMENT:	Rating:
<p>Adequately oversee the budgeting, accounting, payroll, Bonds, debt, investments, performance reporting, and revenue, of all City of La Vernia finance operations. Oversee the development of City of La Vernia annual budget and financing plans for future projects. Ensure compliance with local, state and federal reporting requirements for budgets, audits, and other financial documents. Understands the relationship of the budget and resources to the strategic plan. Monitors expenditures and resources to ensure spending is within allotments or makes appropriate modifications. Oversees contracts and vendor relationships to include negotiating terms and binding the City to an agreement. Ensures all contracts are fulfilled in accordance with agreement terms. Complies with contracts, and procurements to preclude fraud or mismanagement of resources. Monitors and verifies ongoing cost effectiveness.</p>	1 2 3 4 5
COMMENTS:	
4. LEADERSHIP:	Rating:
<p>Confidently serves as a driving force in creating a culture that welcomes all employees and community members. Adheres to and models high levels of implementation of written protocols and processes. Serves as a personal model of the change that one expects of others by demonstrating commitment to innovation and continuous improvement in organizational performance. Takes into account City of La Vernia as a whole when making decisions. Identifies and pushes for solutions in which all parts of the City can benefit. Builds on ideas of others to come up with new ways to address organizational issues. Generates creative new solutions and approaches to employee issues and organizational processes. Actively pursues learning and self–development.</p>	1 2 3 4 5
COMMENTS:	
5. MANAGEMENT:	Rating:
<p>Establishes clear roles and responsibilities. Builds capacity with City of La Vernia supervisors to lead highly productive meetings and tasks with clear outcomes for employee performance. Motivates employees to meet and/ or exceed the expectation performance for their positions. Encourages initiative and delegates appropriately. Is receptive to new ideas and procedures. Demonstrates respect and professionalism through appearance, words, and actions. Identifies and applies best practices to improve performance of departments. Ensures employees maintain up-to-date critical knowledge, skills, and certifications for job responsibilities. Seeks out opportunities to improve, streamline, and reinvent work processes. Explores potential solutions and evaluates each</p>	1 2 3 4 5
COMMENTS:	
6. HUMAN CAPITAL:	Rating:
<p>Oversees human resource functions, including but not limited to: hiring and termination, developing job descriptions, compensation, and benefit plans. Monitors and provides reports to City Council on salary plans and Health/Welfare plan and makes recommendations to Council regarding salary plans. Ensures timely preparation and administration of meaningful, accurate and fair performance evaluations. Suggest opportunities to enhance performance for employees who may have room for improvement.</p>	1 2 3 4 5
COMMENTS:	

SUMMARY AND OVERALL EVALUATION

Total Rating: _____

SUGGESTIONS FOR IMPROVEMENT:

EMPLOYEE COMMENTS:

Mayor Signature

Date

Mayor Pro-Tem Signature

Date

Council Member

Date

Council Member

Date

Council Member

Date

Employee Signature

Date

