

## **City Administrator Evaluation Form and Performance Characteristics**

### **Oral and written communication**

- Does not meet expectations: Shows minimal capability for effective written and oral communication (0)
- Meets expectations: Communicates in a satisfactory manner in oral and written form (1, 2)
- Exceeds expectations: Communicates in a well-organized manner in oral and written form (3, 4)
- Exceptional performance: Conveys information very effectively and matches presentation styles to different audiences (5, 6)

Rating: \_\_\_\_\_

Comment:

### **Informing Council about issues and actions**

- Does not meet expectations: Provides inadequate information to the Council on issues and actions (0)
- Meets expectations: Provides adequate information to the Council on issues and actions as required (1, 2)
- Exceeds expectations: Provides quality information to the Council on issues and actions and the context in which they are occurring (3, 4)
- Exceptional performance: Anticipates issues likely to arise in the future and alerts the Council to these issues and necessary actions (5, 6)

Rating: \_\_\_\_\_

Comment:

### **Implementation of Council decisions**

- Does not meet expectations: Fails to follow through on Council decisions (0)
- Meets expectations: Follows through on decisions as required (1, 2)
- Exceeds expectations: Develops implementation plans for Council decision in an accurate and timely manner (3, 4)
- Exceptional performance: Develops implementation plans, mobilizes resources, and keeps Council fully informed (5, 6)

Rating: \_\_\_\_\_

Comment:

### **Interaction with Council members**

- Does not meet expectations: Has minimal or unsatisfactory interaction with Council members (0)
- Meets expectations: Has satisfactory interaction with Council members (1, 2)
- Exceeds expectations: Treats all Council members with respect, listens to Council comments (3, 4)
- Exceptional performance: Anticipates Council needs and works to build a productive governance relationship between Council and staff (5, 6)

Rating: \_\_\_\_\_

Comment:

### **Interaction with staff**

- Does not meet expectations: Has minimal or negative interaction with staff (0)
- Meets expectations: Is accessible for staff and listens to staff input (1, 2)
- Exceeds expectations: Provides guidance to staff members (3, 4)
- Exceptional performance: Builds a strong team through individual and group activities (5, 6)

Rating: \_\_\_\_\_

Comment:

**Staff Effectiveness: Builds and maintains professional and high-quality staff**

Does not meet expectations: Pays little or no attention to staff performance and development (0)

Meets expectations: Provides direction and evaluation for staff members (1, 2)

Exceeds expectations: Demonstrates a commitment to deal with non-performing staff and holds organizations accountable for non-conforming results (3, 4)

Exceptional performance: Develops and implements comprehensive plan to increase staff productivity (5, 6)

Rating: \_\_\_\_\_

Comment:

**Service Delivery Interaction and management**

Does not meet expectations: Does not respond to citizen requests and comments (0)

Meets expectations: Responds to citizen requests and comments, either directly or through Council requests (1, 2)

Exceeds expectations: Responds in a timely and positive manner to citizens and informs Council (3, 4)

Exceptional performance: Develops approaches to enhance citizen input and response (5, 6)

Rating: \_\_\_\_\_

Comment:

**Strategic leadership in anticipating and positioning the organization to deal with future events and circumstances in accord with strategic plan**

Does not meet expectations: Pays little or no attention to strategic planning and implementation (Rating: 0)

Meets expectations: Pays attention to City planning assumptions and strategic plan (1, 2)

Exceeds expectations: Takes initiative to see that staff members are aware of strategic plan and follow it (3, 4)

Exceptional performance: Takes initiative to monitor the strategic plan, inform and involve the Council, and carry out activities to make necessary changes. Takes responsibilities for undesirable results and delays (5, 6)

Rating: \_\_\_\_\_

Comment:

**Policy Facilitation in presenting policy-related information and implementation of Council decisions**

Does not meet expectations: Presents no or inadequate policy-related information to Council (0)

Meets expectations: Presents policy-related information as requested or needed by Council (1, 2) and sees that policy decisions are implemented

Exceeds expectations: Presents balanced and complete information including policy recommended as requested; respects role of elected officials in making policy decisions (3, 4)

Exceptional performance: Presents balanced and complete information and references relationship to strategic plan and overall policy goals. (5, 6)

Rating: \_\_\_\_\_

Comment:

**Democratic Responsiveness in community**

Does not meet expectations: Does not demonstrate an appreciation of the unique culture of the Community (0)

Meets expectations: Understands and appreciates the unique culture of the community (1, 2)

Exceeds expectations: Appreciates and accepts citizen participation in local government according to guiding principles (3, 4)

Exceptional performance: Plans systematically to build on community characteristics and encourage greater citizen involvement (5, 6)

Rating: \_\_\_\_\_

Comment:

**Organizational Planning and Management: Budgeting and fiscal condition**

- Does not meet expectations: Does not provide effective oversight on budgeting and fiscal condition (0)
- Meets expectations: Provides accurate budget document and fiscal condition information to council and responds to questions (1, 2)
- Exceeds expectations: Makes budget and fiscal condition recommendations in accord with strategic plan (3, 4)
- Exceptional performance: Develops performance measures for budget and fiscal condition to assist Council in making informed decisions (5, 6)

Rating: \_\_\_\_\_

Comment:

**Integrity: ethical behavior in accordance with City guiding principles**

- Does not meet expectations: Exhibits poor or questionable ethical behavior (0)
- Meets expectations: Exhibits satisfactory ethical behavior (1, 2)
- Exceeds expectations: Identifies ethical standards and encourages staff and Council to review them (3, 4)
- Exceptional performance: Develops ethical standard and review process and makes difficult ethical decisions (5, 6)

Rating: \_\_\_\_\_

Comment:

**Interpersonal Characteristics and Skills**

- Does not meet expectations: Does not relate well to Council, staff, and citizens (0)
- Meets expectations: Works in a satisfactory manner with Council, staff, and citizens (1, 2)
- Exceeds expectations: Demonstrates the ability to work in harmony with others and takes steps to minimize conflict (3, 4)
- Exceptional performance: Builds a stronger working relationship and/or resolves a difficult staff interpersonal issue

Rating: \_\_\_\_\_

Comment:

**Conveys a positive image of the City**

- Does not meet expectations: Does not convey a positive image (0)
- Meets expectations: Dresses appropriately and exhibits positive work habits (1, 2)
- Exceeds expectations: Consciously works to convey a positive image in describing and presenting municipal services (3, 4)
- Exceptional performance: Develops a strategy to increase the positive image of the City and makes public presentations/prepares materials to enhance the City image (5, 6)

Rating: \_\_\_\_\_

Comment:

**Professional Development**

- Does not meet expectations: Does not participate in professional development activities (0)
- Meets expectations: Attends meetings of professional organizations (1, 2)
- Exceeds expectations: Identifies areas for more professional development (3, 4)
- Exceptional performance: Participates in professional development related to position and strategic plan and assesses the results of the activity (5, 6)

Rating: \_\_\_\_\_

Comment:

## **Goals:**

### **Goal 1:**

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: \_\_\_\_\_

Comment:

### **Goal 2:**

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: \_\_\_\_\_

Comment:

### **Goal 3:**

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: \_\_\_\_\_

Comment:

**Goal 4:**

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: \_\_\_\_\_

Comment:

**Goal 5:**

Did not accomplish (0)

Worked on goal but did not fully accomplish because of unanticipated issues (1, 2)

Accomplished most of goal (3, 4)

Successfully accomplished all of goal (5, 6)

Rating: \_\_\_\_\_

Comment:

Overall Goal Rating (Average): \_\_\_\_\_

**Comment:**

**Overall administrator rating:**

Performance characteristics rating X 50%: \_\_\_\_\_

Goals rating X 50%: \_\_\_\_\_

**Total:** \_\_\_\_\_

**Comment:**