

City Clerk Performance Evaluation

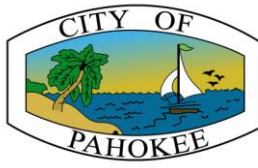
Evaluation period: _____

Commission Member's Name

Each Commissioner should complete this evaluation form, sign in the space below, and return it to the Human Resources Department. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized by Human Resources Manager and provided to the Mayor and Commission in hardcopy and electronic format. Please be reminded any recommendations pertaining to performance or changes to goal-setting should be conducted with the City Clerk in a one-on-one discussion.

Commission Member's Signature

Date Submitted



INSTRUCTIONS

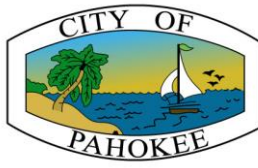
This evaluation form includes two parts: A quantitative score sheet, covering multiple categories of performance criteria; and a narrative comments section. A summary of the score sheet results and all narrative comments will be distributed to all Commission Members and will be used as a basis for City Clerk's overall performance.

Score sheet. Each of the categories contains multiple statements that describe a behavior standard in that category. For each statement, rate the City Clerk's performance along the following scale.

- 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 you do not have enough information to rate the City Clerk on a particular characteristic, leave it blank. Blanks will not be included in the numerical scoring, but the number of blanks for that characteristic will be recorded.

Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached. Sign and date the cover page. All evaluations submitted prior to the deadline will be included in the summary.



PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

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

2. CITY COMMISSION SUPPORT

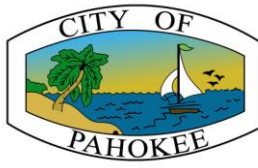
- _____ City Clerk understands the intentions and needs of the City Commission.
- _____ City Clerk treats all Commissioners in a fair and impartial manner.
- _____ City Clerk promptly handles all requests made to her by the City Commission.
- _____ City Clerk keeps the City Commission informed on a timely basis.
- _____ City Clerk provides information to members of the City Commission which may be of interest to them, when voted upon.
- _____ City Clerk follows through with established procedures following Commission meetings.
- _____ City Clerk coordinates appointments made by the Commission to all advisory boards and prepares necessary appointment(s) documentation.

3. COMMUNICATIONS

- _____ City Clerk works with the City Commission as a body and individually as a body.
- _____ City Clerk maintains effective working relationships with other Charter Officers.
- _____ City Clerk maintains effective working relationships with other city department and staff.
- _____ City Clerk maintains a continuing interest in and working knowledge of city policies and programs so that inquiries can be readily answered.
- _____ City Clerk timely maintains public disclosures on the website as required by law.

4. PUBLIC RECORDS

- _____ City Clerk ensures open access to city public records.
- _____ City Clerk makes certain that public records requests are handled in accordance with law.
- _____ City Clerk understands and implements applicable laws city-wide.
- _____ City Clerk provides training to city staff where applicable.



5. RECORDS MANAGEMENT

- _____ City Clerk is familiar with Florida Statutes in terms of records management procedures.
- _____ City Clerk provides city staff with training on records management as applicable.
- _____ City Clerk works information technology (IT) department or consultant on technological processes so that the city's records management program proceeds accordingly.
- _____ City Clerk makes sure that any available technology to assess and retrieve city documents is available.
- _____ Effectively manages records and indexing of records for public use.

6. ELECTIONS

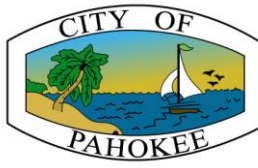
- _____ The City Clerk is a competent municipal elections official.
- _____ The City Clerk has a working understanding of Florida Statutes, Palm Beach County's Charter, and the city's charter as it relates to elections.
- _____ The City Clerk assists appropriately from first contact with candidates until the end of the election cycle.

7. CITY COMMISSION AGENDA/MINUTES

- _____ City Clerk completes the City Manager's agenda posting process in accordance with City Commission policy (if other department staff has provided their work products on time to the office of the City Clerk).
- _____ City Clerk posts notices for the City Commission as applicable.
- _____ City Commission minutes are provided to the City Commission for approval within a reasonable time period.
- _____ City Clerk provides accurate minutes to the City Commission.

8. FISCAL MANAGEMENT

- _____ City Clerk works within the parameters of her approved budget.
- _____ City Clerk is effective in conserving budgetary resources.
- _____ City Clerk prepares a budget and budgetary recommendations in an intelligent and accessible format.
- _____ City Clerk appropriately monitors and manages fiscal activities of the department.



9. BOARDS/COMMITTEES

- _____ Boards/committees are staffed appropriately and all related business is handled in a timely manner.
- _____ Board and committee agendas are provided to the applicable boards and committees within a timely manner (if other departmental liaisons have provided their work products in time to the Office of the City Clerk).
- _____ Board and committee minutes are provided to the applicable advisory board and committees for approval within a reasonable time period and to the Office of the City Clerk for preservation.

10. MANAGEMENT OF EMPLOYEES

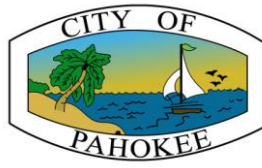
- _____ City Clerk ensures that her staff exhibits excellent customer service skills.
- _____ City Clerk provides opportunities for professional training and development of skills.
- _____ City Clerk offers appreciation to staff when warranted.
- _____ City Clerk sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback.

11. COMMUNITY RELATIONS

- _____ City Clerk assists the public when applicable and listens to concerns and needs, responding in a positive manner.
- _____ City Clerk provides excellent customer service to the general public.

12. PROFESSIONAL SKILLS

- _____ City Clerk exhibits professional demeanor.
- _____ City Clerk represents her department well.
- _____ City Clerk maintains a Certified Municipal Clerk Certification.



NARRATIVE EVALUATION

What would you identify as the City Clerk's strength(s) expressed in terms of the principle results achieved during the rating period?

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

What constructive suggestions or assistance can you offer the City Clerk to enhance performance?

What other comments do you have for the City Clerk?
