



City Attorney Evaluation

2024-2025

Job Dimension	Importance Ranking	Performance Ranking
Leadership: Demonstrates the capacity through example, confidence and enthusiasm to inspire and motivate others to achieve their best and fulfill the objectives of the organization. Demonstrates commitment to make decisions, address and fulfill responsibilities. Anticipates and positions the organization to address and respond to anticipated events and circumstances. Accepts responsibility for undesirable results.		
Strategic Interpersonal Qualities: Demonstrates the ability to work in harmony with others; minimizing conflict, fostering good will within the organization, in external relationships, with the public and other governmental representatives and interest groups. Demonstrates adaptability and a capability for coping with stress. Respects the views of others and accepts feedback.		
Integrity: Fosters ethical behavior Demonstrates integrity in professional relationship. Demonstrates accountability for personal actions.		
Policy Facilitation: Presents policy-related information completely and accurately, respects the role of elected officials in making policy decisions and ensures that policy decisions and initiatives are implemented		
Service Delivery Management: Ensures prompt, courteous and accurate responses to requests from citizens either directly or through Mayor and Council.		
Community Values/Democratic Responsiveness: Demonstrates an appreciation for the unique culture of the community, respects and promotes active citizen participation in local governance.		
Organizational Planning & Management: Prepares clear, effective, understandable budget and manages allocation of financial resources and provides accurate assessment of the fiscal condition of the community.		
Communication: Demonstrates a capacity for effective written and oral communication, conveying information effectively and matching presentation styles to different audiences. Communicates effectively with Mayor and Council in terms of frequency and content.		
Staff Reports: Staff are professional and high-quality performers; providing reports and services that are timely, complete, and contain sound recommendations.		

Importance Ranking Scale:

High - H

Medium - M

Low - L

Performance Ranking Scale:

1 - Needs Improvement: The employee has a developmental need in this job dimension.

2 - Almost Always Meets Expectations: The employee, for the most part, does what is expected to perform the job dimension well and there are some developmental opportunities.

3 - Meets Expectations: The employee consistently does what is expected to perform this job dimension well.

4 - Exceeds Expectations: The employee consistently goes above and beyond what is expected.

Top Three Priorities/Goals for City Attorney 2025-2026

1.

2.

3.

Top Goals Summary

Additional Comments