



VILLAGE ATTORNEY PERFORMANCE EVALUATION

Purpose of Evaluation

The purpose of the performance evaluation process to be conducted by and between the Village of Wellington Council and the Village Attorney is:

1. To strengthen the relationship between the Council and the Village Attorney
2. To provide a mechanism for regular evaluation
3. To identify performance objectives for the Village Attorney
4. To provide feedback to the Village Attorney and identify areas where improvements may be needed

Frequency

The Council will evaluate the Village Attorney annually. The schedule for the evaluation will be during the budget process and will be completed before the adoption of the annual budget.

Evaluation Procedure

The evaluation procedure remains at the will and the direction of the Village Council and may be modified at any time. In general, the evaluation process will include the following steps:

1. The Village Council will inform the Village Attorney when the time for an annual evaluation is due, in accordance with the Village Attorney's contract.
2. The Mayor will ask Council Members to complete the evaluation form prior to an evaluation session.
3. Each Council member may meet face to face with the Village Attorney prior to the evaluation session.
4. The results of the evaluation will be placed on the Official Village agenda as soon as possible.
5. If warranted, the Village Council will authorize the implementation of a salary increase in accordance with the Village's Personnel Policies and Regulations and the Employment Agreement with the Village Attorney.
6. The performance evaluation, and any subsequent actions, will be placed in the Village Attorney's employee personnel file.
7. This performance evaluation process is not intended to and shall not be constructed as a re-opening or modification of the Village Attorney's existing contract.



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Village Attorney: _____ **Date:** _____

Evaluation Period from: _____ **To:** _____

Submitted by: _____

The following pages define significant areas of responsibility for the Village Attorney position. In each section, examples of performance and responsibilities are articulated to better explain each subject heading. Please rate the Attorney's performance based on the following categories:

Rating	Performance	Definition
6	Outstanding Far Exceeds all expectations	Overall skills and abilities far exceed all expectations of the position. Demonstrates strong expertise within key areas of responsibilities. Delivers consistently outstanding results beyond scope of the performance plan over entire period. Anticipates needs and executes plans flawlessly.
5	Excellent Exceeds all expectations	Overall skills and abilities greatly exceed the expectations of the position. Demonstrates strong expertise within key areas of responsibilities. Occasionally receives outstanding results beyond scope of the performance plan in some key areas of responsibility over entire performance period.
4	Very Good Meets all expectations	Occasionally exceeds performance expectations of the position. Performs the most difficult parts of the job competently and thoroughly. Contributes significant results on their own initiative. Works with a high level of independence, initiative and concern for the quality of the service produced by the organization.
3	Good Meets expectations	Meets all expectations of the position and is competent in the performance of responsibilities.
2	Fair Meets most expectations	Often fails to meet performance expectations of the position. Performance is generally adequate, but is deficient in one or more key areas and will require additional training or assistance to fully achieve expectations.
1	Poor Fails to meet most expectations	Performance is well below expectations in most areas of responsibility. Serious performance deficiencies that inhibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion or termination of employment.
0	Unsatisfactory Fails to meet all expectations	Performance is well below expectations in most all areas of responsibility. Serious performance deficiencies that prohibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion, or termination of employment.



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1. **Communication:** Effectively communicates (orally and in writing) complex issues to government officials, the press and the public where diverse viewpoints and goals exist. Ensures that Council members receive important information in a timely and effective manner. Presents the Council and community with clear and accurate written reports and correspondence. Responds to correspondence, requests and complaints quickly and appropriately. Facilitates open two-way communication and encourages mutual honesty and respect with the community, Council and staff.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good

___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:

2. **Job Knowledge:** Possesses and applies a comprehensive understanding and knowledge of the Village Charter, Village Code of Ordinances, Code of Ethics and Florida Statutes. Applies effective litigation skills before trial and appellate level courts and administrative agencies. Has an extensive understanding of legal issues faced by local governments. Has the ability to effectively formulate and advance legal strategies that further the goals of the Village.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good

___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:



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3. **Professionalism:** Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards in the organization. Works to keep politics and personal perspectives out of the decision making process. Stays active in professional organizations.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good

___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:

4. **Management.** Effective in the management, supervisory and interpersonal skills in the context of both a law office and organization, including the ability to establish and maintain effective working relationships with members of management, the Village Council, employees, other government officials, boards and committees, and the general public. Creates a collaborative, team building, environment for staff. Recognizes the accomplishments of staff and other agencies working on behalf of the Village. Supports professional growth and opportunity within the organization. Accepts full accountability for staff and the outcome of Village projects or decisions. Identifies organizational problems and takes remedial action.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good

___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:



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5. **Relationship with Council:** Demonstrates a positive and trusting relationship with Council, both as a group and individually, by acting as an advisor to them on legal issues as they arise.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good
___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:

6. **Relationship with the Community:** Understands general community issues and concerns. Remains involved and active in the community, represents the Village well and in a professional and positive manner. Works effectively with the media and press, community organizations and other agencies.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good
___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:



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7. **Relationship with the Village Manager and Department Heads:** Demonstrates a positive legal consultative relationship with the Village Manager and Department Heads in their pursuit of meeting the goals and objectives of the Village.

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good
___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:

8. **Completion of Work:** Completes work assignments within reasonable or set time frames. (In this context, "reasonable" means a time frame which is acceptable to Council in terms of their priorities, and in consideration of the attorney's ongoing workload.)

___ 6-Outstanding ___ 5-Excellent ___ 4-Very Good ___ 3-Good
___ 2-Fair ___ 1-Poor ___ 0-Unsatisfactory

Comments:



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Achievements: Identify a few of the top achievements or strong points you observed in the Village Attorney over the past year.

Comments:

Objectives: List two-to-three performance objectives that you feel are important for the Village Attorney to work on for the coming year.

Comments: