



## City of Greenacres

### City Manager Self Evaluation

Rate each item from 1 (Low) to 5 (High) based on your opinion of the City Manager's performance. Mark N/A if you do not have enough information to rate.

#### I. Individual Characteristics

Score: #DIV/0!

Displays diligence and thoroughness in the discharge of duties.

Exhibits composure, appearance and attitude appropriate for the position.

Displays enthusiasm, cooperation and willingness to adapt to a variety of situations.

Exercises good judgement.

#### II. Professional Skills

Score: #DIV/0!

Maintains knowledge of current developments affecting local government management.

Anticipates and analyzes problems to develop effective approaches for solving them.

Sets a professional example by handling affairs of the public office in a fair and impartial manner.

Demonstrates a capacity for innovation and creativity.

Willing to try new ideas proposed by the governing body and/or staff.

#### III. Relations with Members of the Governing Body

Score: #DIV/0!

Carries out directives of the body as a whole as opposed to those of any one member or minority group.

Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions.

Disseminates complete and accurate information equally to all members in a timely manner.

Assists by facilitating decision making without usurping authority.

Responds well to requests, advice and constructive criticism.

**IV.**

**POLICY EXECUTION**

**Score: #DIV/0!**

Implements governing body actions in accordance with the intent of the Council.

Supports the actions of the governing body after a decision is reached, both inside and outside the organization.

Understands, supports and enforces local government laws, policies and ordinances.

Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.

Offers workable alternatives to the governing body for changes in policy when an existing policy or ordinances is no longer practical.

**RESPONSIVENESS AND TIMELINESS OF ACTIONS**

**Score: #DIV/0!**

Provides regular information and reports to the governing body concerning matters of importance to local government.

Responds in a timely manner to requests from the governing body.

Takes the initiative to provide information, advice and recommendations to the governing body on matters that are non-routine and non-administrative in nature.

Reports produced by the City Manager are accurate, comprehensive, concise and written to their intended audience.

Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.

**VI. CITIZEN RELATIONS**

**Score: #DIV/0!**

Responsive to requests from citizens.

Demonstrates a dedication to service to the community and its citizens.

Maintains a non-partisan approach in dealing with the news media.

Meets with and listens to members of the community to discuss their concerns and strives to understanding their interests.

Gives an appropriate effort to maintain citizen satisfaction with City services.

**VII. STAFFING**

**Score: #DIV/0!**

Recruits and retains competent personnel for staff positions.

Applies an appropriate level of supervision to improve any areas of substandard performance.

Stays accurately informed and appropriately concerned about employee relations.

Professionally manages the compensation and benefits plan.

Promotes training and development opportunities for employees at all levels of the organization.

**VIII. SUPERVISION**

**Score: #DIV/0!**

Encourages Department Directors to make decisions with their jurisdictions with minimal City Manager involvement, yet maintains general control of operations.

Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at department levels.

Develops and maintains a friendly and information relationship with the staff and work force in general, yet maintains the professional dignity of the City Manager's Office.

Sustains or improves staff performance by evaluating the performance of staff, setting goals and objectives for them, periodically assessing their progress, and providing feedback.

Encourages teamwork, innovation and effective problem-solving among the staff members.

**IX.**

**FISCAL MANAGEMENT**

**Score: #DIV/0!**

Prepares a balance budget to provide servicesw at a level directed by the governing body.

Makes the best possible use of available funds, conscious of the need to operate the City in an efficient and effective manner.

Prepares a budget and budgetary recommendation in an intelligent and accessible format.

Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.

Appropriately monitors and manages fiscal activities of the organization.

**X.**

**COMMUNITY**

**Score: #DIV/0!**

Shares responsibility for addressing the difficult issues facing the City.

Avoids unnecessary controversy.

Cooperates with neighboring communities and the county.

Helps the governing body address future needs and develop adequate plans to address long terms trends.

Cooperates with other regional, state and federal agencies.

**General Comments about the City Manager's Performance:**

**Goals, Objectives and Areas for Improvement:**

**Rater's Name:**

**Rater's Signature:**

**Date:**



## City of Greenacres

### City Manager Evaluation (Year)

Rate each item from 1 (Low) to 5 (High). Mark N/A if you do not have enough information to rate.

- 1 Does not meet expectations
- 2 Meets some expectation
- 3 Meets Expectation
- 4 Exceeds Expectation
- 5 Greatly Exceeds Expectation

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Score: #DIV/0!

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**Goals, Objectives and Areas for Improvement:**

**Rater's Name:**

**Rater's Signature:**

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