

# Performance Evaluation - City Administrator - September/October 2022

This performance evaluation will take approximately 7 minutes to complete.

## Rating Scale Definitions (1-5)

1 - Unsatisfactory: The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue

2 - Improvement Needed: The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance

3 - Meets Job Standard: The employee's work performance consistently meets the standards of the position

4 - Exceeds Job Standard: The employee's work performance is frequently or consistently above the level of a satisfactory employee

5 - Outstanding: The employee's work performance is consistently excellent when compare to the standards of the job

N/O: No opinion: Use this option if you do not know the answer or have no opinion to provide.

## What is a City Administrator evaluation?

- 1) The process of planning, reviewing, and providing feedback on the performance of the City Administrator.
- 2) A means of demonstrating organizational accountability to citizens, employees, and local stakeholders.
- 3) A means of maintaining alignment between established City Council goals and achievements attained.
- 4) A means of determining the need for further professional development, education, or training of the City Administrator.

## A. Relations with Elected Members of the Governing Body

1. Carries out and effectively implements policies and directives approved by the City Council

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

2. Disseminates clear, concise, and accurate information to all members in a timely manner

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

### 3. Responds well to requests, advice, and constructive criticism

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

## B. Citizen Relations

4. Responsive to requests and demonstrates a dedication to service to the community and citizens

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

5. Gives an appropriate effort to maintain citizen satisfaction with city services

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

## C. Staffing

### 6. Recruits and retains competent personnel for staff positions

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

### 7. Delegates appropriate responsibilities

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

8. Stays accurately informed and appropriately concerned about employee relations

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

## D. Fiscal Management

9. Prepares a balanced budget to provide services at a level directed by council

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

10. Makes the best possible use of available funds, conscious of the need to operate government efficiently and effectively

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

## E. Professional Skills

11. Able to speak clearly and persuasively, listens and gets clarification, responds well to questions, demonstrates presentation skills and participates in meetings

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

12. Able to write clearly and succinctly in a variety of communication settings and styles, able to craft messages with desired effect

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion



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

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

14. Exercises good judgment; exhibits composure, appearance and attitude appropriate for executive position

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

15. Demonstrates a capacity for innovation and creativity; willing to try new ideas proposed by governing body members and/or staff

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

## G. Intergovernmental Affairs

16. Cooperates and maintains effective communication with local, regional, state and federal government agencies

- 1 - Unsatisfactory
- 2 - Improvement Needed
- 3 - Meets Job Standard
- 4 - Exceeds Job Standard
- 5 - Outstanding
- N/O - No Opinion

## Summary Rating

Overall Performance Rating - considering the results obtained against established performance standards as well as objectives, the following rated is provided.

### 17. Overall Performance Rating

- Unsatisfactory
- Improvement Needed
- Meets Job Standard
- Exceeds Job Standard
- Outstanding

### 18. What would you identify as the City Administrator's strength(s), expressed in terms of the results achieved during the rating period?

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

## Future Goals and Objectives

20. What other comments do you have for the City Administrator; e.g., priorities, expectations, goals or objectives for the new rating period?

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