



City Manager Annual Performance Evaluation

Mayor/City Council

Rating Criteria

For each performance criteria, please use the following rating scale:

- E – Exceeds your expectations.
- M – Meets your expectations.
- NI – Needs Improvement or attention.

Communication Skills:

E,E,M,M,M

Verbal Communication Skills – Good command of oral expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects.

M,M,M,M,NI

Written Communication Skills – Good command of written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects through written media.

E,M,M,M,M

Presentation Skills – Is able to prepare and present quality presentations using a variety of tools and media; presentations are effective and visually appealing.

Interpersonal Skills/Relationships:

E,E,E,M,M

Ability to relate well to others, makes people feel at ease, even in difficult situations.

E,M,M,M,M

Is able to gain the trust and confidence of the public; fosters contact and cooperation among citizens and community organizations.

E,E,E,M,M

Understands and embraces the concept of interlocal cooperation when appropriate.

E,E,E,M,M

Fosters cooperative communication and working relationships with Council.

M,M,M,M,M

Has the ability to utilize appropriate media for communication – TV, radio, newspaper, group interaction, individual meetings.

E,E,M,M,M

Skilled in negotiation techniques in a variety of scenarios – employee, council, public, interagency.

E,E,M,M,M

Demonstrates sensitivity to individuals/groups as appropriate.

E,E,E,E,M,

Is forthright and honest in all relationships.

Leadership:

E,E,E,M,M

Supports and manages in accordance with identified City Values and Mission.

E,M,M,M,M

Provides City staff with direction and management according to the high performance government model.

E,E,M,M,M

Uses sound judgment in decision making; seeks out all relevant and necessary data, makes decisions in a timely manner.

E,E,E,M,M,

Directs utilization of City resources effectively.

E,M,M,M,M

Directs the City Customer Service initiatives, both internally and externally.

E,E,M,M

Crises and/or emergencies are handled in an effective, efficient, and professional manner.

E,E,M,M,M

Stays current on management practices and techniques.

E,M,M,M,M

Actively pursues ways to increase his value to the City.

E,E,M,M,M

Consistently supports re-engineering efforts city-wide.

Planning:

E,E,M,M,M

Participates with Council and Staff in strategic planning.

E,E,E,M,M

Exhibits a forward-thinking approach, both in the short- and long- term.

E,M,M,M,M

Utilizes effective project management techniques.

E,E,M,M,M

Sets objectives for performance and manages toward those objectives.

E,E,M,M,M

Completes projects agreed upon with Council within the given time frame.

Management/Staff

E,E,M,M,M

Able to delegate authority, granting proper authority at the proper times; good judge of when and when not to delegate.

E,E,M,M,M

Utilizes a positive approach to direct work efforts of staff.

E,M,M,M

Addresses employee issues promptly and effectively, utilizing progressive discipline.

M,M,M,M,M

Encourages and rewards initiative.

M,M,M,M,M

Promotes cohesive teamwork with the City Senior Management Team.

Comments:

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance?

Overall performance.

The City is in good shape financially as a direct result of the City Manager carrying out the direction of the City Council. Problems get solved on a more timely basis now. Communications are better also.

His willingness to get involved with economic development.

I think he has kept us on track during several very difficult years.

We need to get control of our health care.

What areas would you like to see improvement in? Please provide specific suggestions on how the City Manager may improve the areas of concern?

He and I need to trim a few pounds.

Get our unions under control, continue fiscal conservatism and keep the lines of communication open.

Goals for 2012-2013

Continue to be the place where businesses want to come and live.

Begin to look past recession and set priorities for the future.

Continue to focus on employee morale in the midst of another round of SSSI.