

City Attorney Performance Evaluation

Overall Score

- 1 = Minimally Effective** – Immediately work to improve performance in this competency area.
- 2 = Mostly Effective** – Mostly meets the expected level of performance in this competency area and exhibits room for improvement.
- 3 = Effective** – Consistently meets the expected level of performance in the competency area.
- 4 = Consistently exhibits the highest level of performance.** Sets a new Standard.

City Attorney Performance Evaluation

City Attorney Evaluation Overall Score: _____

Comments:

What competencies did you consider when evaluating the City Attorney:

City Council Member Signature: _____

Date: _____

Potential Competencies & Scoring Rubric – City Attorney

Choose competencies which you consider important when evaluating the City Attorney. Choose as many or as few of the areas as you desire. Score the competencies using the following scale:

1 = Minimally Effective – Immediately work to improve performance in this competency area.

2 = Mostly Effective – Mostly meets the expected level of performance in this competency area and exhibits room for improvement.

3 = Effective – Consistently meets the expected level of performance in the competency area.

4 = Consistently exhibits the highest level of performance. Sets a new Standard.

Individual Characteristics

_____ Diligent and thorough in the discharge of duties, “self-starter”

_____ Exercises good judgment

_____ Displays enthusiasm, cooperation, and will to adapt

_____ Mental and physical stamina appropriate for the position

_____ Exhibits composure, appearance, and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Professional Skills and Status

_____ Maintains knowledge of current developments affecting the practice of local government management

_____ Knowledge of Policies/Procedures/Regulations/Charter

_____ Demonstrates a capacity for innovation and creativity

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

_____ Willing to try new ideas proposed by governing body members and/or staff

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

Add the values from above and enter the subtotal _____ ÷ 6 = _____ score for this category

Relations with Council Members

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

_____ Sets meeting agendas that reflect the guidance of the council 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 surprising authority

_____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Policy Execution

_____ Implements governing body actions in accordance with the intent of council

_____ Supports the actions of the council after a decision has been reached, both inside and outside the organization

- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the council for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Communication

- _____ Communicates effectively with Council, staff, and the community
- _____ Answers are provided in a timely and understandable manner
- _____ Timelines for follow-up to requests are clearly communicated
- _____ Maintains poise and composure while presenting in emotionally charged and crisis situations
- _____ Maintains confidentiality regarding all matters discussed with the Mayor, Council Members, City Manager, and staff

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Legal Consultation

- _____ Provides an efficient and effective knowledge of the City's Code and regulations
- _____ Provides an efficient and effective knowledge of other government regulations and case law regarding municipal government and issues facing the City
- _____ Provides advice that considers the overall goals and objectives of the City
- _____ Provides the scope of legal expertise necessary to meet the City's needs on issues that arise
- _____ Proactively identifies potential issues when he is aware of them to avoid problems from occurring
- _____ Provides alternative and innovative solutions to known problems

Add the values from above and enter the subtotal _____ ÷ 6 = _____ score for this category

Legal Representation

- _____ Represents the interests of the City as directed by the City Council
- _____ Effectively achieves the best possible legal outcomes for the City's interests given the issues that arise
- _____ Represents the City in a professional and ethical manner
- _____ Is impartial and objective in his duties and responsibilities
- _____ Estimates of legal impacts are reasonably accurate on a consistent basis

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Staff Work

- _____ Prepares ordinances, resolutions, contracts, and other legal work accurately and consistent with the direction and objectives communicated by the City Council and City Manager
- _____ Maintains good working relationships and serves as an effective member of the management team
- _____ Accurately identifies and addresses all legal issues within documents and items he reviews
- _____ Displays a positive attitude in carrying out his responsibilities and responding to requests

_____ Is successful in accomplishing objectives previously established

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Cost/Fiscal Accountability and Control

_____ Regular legal activities are achieved within budgetary goals and limits

_____ Effective in minimizing legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff, when possible, to perform administrative and other functions

_____ Develops and utilizes standard forms where possible to minimize preparation of legal documentation

_____ Legal tasks are performed with appropriate authorization according to established procedures and contract requirements

_____ Costs are effectively managed and controlled given the issues, assignments, and requests made to the City Attorney

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Responsiveness/Timeliness of Actions

_____ Requested legal work and assignments are completed in a timely manner within established time frames

_____ City Attorney is accessible to Council when needed for legal information and assistance

_____ Legal review and requests for information are completed in time to avoid delays to City projects and programs

_____ Follows-up effectively to requests that are made by Council

_____ Accurately interprets and clarifies the City Council and City Manager direction

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category