

City Manager 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 Manager Performance Evaluation

City Manager Evaluation Overall Score: _____

Comments:

What competencies did you consider when evaluating the City Manager:

City Council Member Signature: _____

Date: _____

Potential Competencies & Scoring Rubric – City Manager

Choose competencies which you consider important when evaluating the City Manager. 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 in the competency area. 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

Reporting

- _____ Provides regular information and reports to council concerning matters of importance to the local government, using the city charter as guide
 - _____ Responds in a timely manner to requests from the council for special reports
 - _____ Takes the initiative to provide information, advice, and recommendations to the council on matters that are non-routine and not administrative in nature
 - _____ Reports produced by the 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 city are open to public scrutiny
- Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Citizen Relations

- _____ Responsive to requests from citizens
 - _____ Demonstrates a dedication to service to the community and its citizens
 - _____ Maintains a nonpartisan approach in dealing with the news media
 - _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
 - _____ Gives an appropriate effort to maintain citizen satisfaction with city services
- Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Staffing

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

Supervision

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level

- _____ Develops and maintains a friendly and informal 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 members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
 - _____ Encourages teamwork, innovation, and effective problem-solving among the staff members
- Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Fiscal Management

- _____ Prepares a balanced budget to provide services at a level directed by council
 - _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
 - _____ Prepares a budget and budgetary recommendations 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
- Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

Community

- _____ Shares responsibility for addressing the difficult issues facing the city
 - _____ Avoids unnecessary controversy
 - _____ Cooperates with neighboring communities and the county
 - _____ Helps the council address future needs and develop adequate plans to address long term trends
 - _____ Cooperates with other regional, state, and federal government agencies
- Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category