



OKLAWAHA COUNTY, FLORIDA

City/County Manager Performance Evaluation

City/County Manager's Name: _____

Council Member/Commissioner's Name: _____

Evaluation Period: _____ to _____

Evaluation Date: _____

Evaluation Instructions:

This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance in each of the areas noted below. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director. Performance levels can be noted based on the following scale:

- 5 – EXCELLENT:** The incumbent consistently demonstrates performance at a very high standard that significantly surpasses reasonable expectations.
- 4 – SUPERIOR:** The incumbent consistently demonstrates performance that generally exceeds reasonable expectations. The individual demonstrates no appreciable performance deficiencies.
- 3 – SATISFACTORY:** The incumbent consistently meets reasonable performance expectations. The individual demonstrates an acceptable degree of competence and performance.
- 2 – FAIR:** The incumbent achieves the minimum of performance expectations. The individual requires development in specific areas in order to meet reasonable expectations of performance.
- 1 – UNSATISFACTORY:** The incumbent frequently fails to meet minimum performance expectations.

Timeline:

- First regularly scheduled meeting in October:
 - Manager presents the Annual Report to the Council/Commission
 - Chairman distributes the City/County Manager's performance evaluation form
- Second regularly scheduled meeting in October:
 - Deadline for completion of the performance evaluation form
 - Commissioners are encouraged to meet with the manager to individually discuss their evaluation
- First regularly scheduled meeting in November:
 - The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are presented for ratification by the Council/Commission



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Performance Dimensions:

1. Professional Skills and Expertise	Overall Rating: _____ of 5
<p>a. Is knowledgeable of current developments affecting the management field and affecting local governments.</p> <p>b. Regularly provides accurate, comprehensive reports concerning matters of importance to the organization.</p> <p>c. Anticipates problems and develops effective approaches for solving them.</p> <p>d. Offers workable alternatives when changes in the law render the administration of an ordinance or policy impractical.</p> <p>e. Sets a professional example by handling the affairs of the organization in a fair and impartial manner.</p>	
Comments:	

2. Council/Commission Relations	Overall Rating: _____ of 5
<p>a. Carries out directives of the Board as a whole rather than those of any one Board member.</p> <p>b. In responding the requests for information, provides complete, accurate, and timely information equally to all Board members.</p> <p>c. Assists the Board by resolving problems at the administrative level to avoid unnecessary Board action.</p> <p>d. Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.</p> <p>e. Is willing to try new ideas proposed by Board members.</p>	
Comments:	



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3. Citizen and Public Relations	Overall Rating: _____ of 5
<p>a. Effectively conveys to the public that the organization delivers services in a cost-effective manner without sacrificing quality and customer focus.</p> <p>b. Is willing to meet with members of the community and is responsive to their concerns.</p> <p>c. Demonstrates a dedication to service to the community and its citizens.</p> <p>d. Expresses information orally in a clear and concise manner when making public presentations.</p> <p>e. Is skillful with the news media, proactively providing information that is important to the public.</p>	
Comments:	

4. Policy Execution	Overall Rating: _____ of 5
<p>a. Understands, supports, and enforces the organization's ordinances, policies, and procedures.</p> <p>b. Clearly identifies and communicates expectations to the organization regarding the implementation of policies enacted by the Board.</p> <p>c. Implements Board actions in accordance with the intent of the Board.</p> <p>d. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.</p> <p>e. Helps internal and external stakeholders to achieve common objectives within the parameters of established Board policies.</p>	
Comments:	



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5. Intergovernmental Relations	Overall Rating: _____ of 5
<p>a. Promotes a positive working relationship with other governmental entities.</p> <p>b. Engages with other local, regional, state, and federal agencies to accomplish local initiatives.</p> <p>c. Positively and effectively represents the organization and its interests when working with other governmental agencies.</p> <p>d. Maintains awareness of laws and other issues affecting other governmental agencies which may affect the organization.</p> <p>e. Is willing to share resources or information with other governmental agencies as appropriate.</p>	
Comments:	

6. Staffing and Management	Overall Rating: _____ of 5
<p>a. Recruits and retains competent personnel for County positions.</p> <p>b. Is aware of staff weaknesses and works to improve their performance.</p> <p>c. Promotes training and development opportunities for employees at all levels of the organization.</p> <p>d. Stays accurately informed and concerned about employee relations.</p> <p>e. Is able to discern when it is necessary to assume charge of situations that would normally be handled by a subordinate and when it is necessary to only provide guidance and support.</p>	
Comments:	



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7. Fiscal Management	Overall Rating: _____ of 5
<p>a. Prepares a balanced budget to provide services at a level directed by the Board.</p> <p>b. Ensures that the budget meets the operational needs of the organization and makes the best possible use of available funds.</p> <p>c. Prepares the budget in an intelligent but readable format.</p> <p>d. Submits the proposed budget in a timely manner that allows for an appropriate review period.</p> <p>e. Appropriately monitors and manages the fiscal activities of the organization throughout the fiscal year.</p>	
Comments:	

8. Planning and Organizational Development	Overall Rating: _____ of 5
<p>a. Works with the Board, community leaders, and other stakeholders to develop a clear vision, mission, values, and objectives for the organization.</p> <p>b. Effectively prioritizes goals and objectives in order to ensure that the organization is doing "first things first" in support of its strategic plan.</p> <p>c. Maintains a healthy and productive organizational culture focused on customer service and responsible stewardship of the organization's resources.</p> <p>d. Has a capacity for and encourages innovation.</p> <p>e. Reviews ordinances, policies, and procedures periodically to suggest improvements.</p>	
Comments:	



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9. Leadership and Decision-Making	Overall Rating: _____ of 5
<p>a. Leads the organization by example in adhering to its established policies, rules, and procedures, and ensures that subordinates do the same.</p> <p>b. Acknowledges the efforts of others and gives appropriate credit for their accomplishments.</p> <p>c. Is effective at building consensus among stakeholders on new or unpopular policies or initiatives.</p> <p>d. Makes logical decisions based on a thorough review of available information and soliciting input from appropriate sources.</p> <p>e. Is able to effectively make decisions rapidly in situations where information is limited and the outcome might be uncertain.</p>	
Comments:	

10. Individual Characteristics	Overall Rating: _____ of 5
<p>a. Consistently acts with professionalism and courtesy, including prompt attendance at meetings, returning phone calls/messages, and adhering to scheduled appointments.</p> <p>b. Ensures that all business conducted by the organization is free of conflicts of interest or practices that might be construed as illegal, unethical, or unprofessional.</p> <p>c. Is energetic, cooperative, and willing to spend whatever time is necessary to do a good job.</p> <p>d. Has the capacity to listen to others and to recognize their interests.</p> <p>e. Avoids political positions, partisanship, and unnecessary controversy.</p>	
Comments:	



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Summary:

Performance Dimension:	Overall Rating:
1. Professional Skills and Expertise	_____ of 5
2. Council/Commission Relations	_____ of 5
3. Citizen and Public Relations	_____ of 5
4. Policy Execution	_____ of 5
5. Intergovernmental Relations	_____ of 5
6. Staffing and Management	_____ of 5
7. Fiscal Management	_____ of 5
8. Planning and Organizational Development	_____ of 5
9. Leadership and Decision-Making	_____ of 5
10. Individual Characteristics	_____ of 5

Total Score: _____ of 50

Divide by 10 (total number of metrics)

Total Average Rating: _____ of 5

Evaluator's Signature: _____

Date: _____



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Additional Narrative Evaluation:

1. In your opinion, what are the manager's top successes or achievements during the evaluation period?

Response:

2. What strengths has the manager demonstrated that have been most helpful to you as a council member/commissioner during the evaluation period? (Feel free to be general or include specific issues or projects which benefited from the manager's leadership.)

Response:

3. What performance areas would you identify as needing improvement? Why?

Response:



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4. What constructive, positive ideas can you offer the manager to enhance performance?

Response:

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

Response: