

Sample County Administrator Performance Evaluation¹

Name: _____

Date: _____

Reviewed by: _____

Note: Reviewer is to place an "X" in the column under the category that best describes performance in the area of assessment. The bulleted items in each category are for example only and are not to be rated. Reviewers are also strongly encouraged to add written or typed comments for each category.

Professional Knowledge	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none">• Demonstrates thorough knowledge and understanding of finances, policies, procedures, processes, resolutions, state and federal laws and regulations, and county operations.				
<ul style="list-style-type: none">• Keeps abreast of critical trends, practices, and conditions inside and outside of the organization				
<ul style="list-style-type: none">• Demonstrates commitment to continuously enhancing professional knowledge and capability (does professional reading and research; attends seminars and conferences; actively participates in professional development opportunities).				
<p>Comments:</p>				

¹ Adapted from County Administrator Performance Evaluation, Ellis County, KS

Leadership	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Sets an effective example of high personal standards and integrity with the drive and energy to achieve established goals 				
<ul style="list-style-type: none"> Inspires trust and confidence with staff, and county commission 				
<ul style="list-style-type: none"> Functions as an effective member of a work group, gaining respect and cooperation from others 				
Comments:				

Communication	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Practices timely and effective communication with county commission and department heads regarding issues and concerns of the county. 				
<ul style="list-style-type: none"> Listens attentively and effectively 				
<ul style="list-style-type: none"> Speaks and writes logically, clearly, and concisely 				
<ul style="list-style-type: none"> Encourages and uses feedback 				
<ul style="list-style-type: none"> Makes logical and well-organized presentations 				
Comments:				

Planning and Innovation	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Establishes and effectively uses appropriate mechanisms to anticipate trends and opportunities 				
<ul style="list-style-type: none"> Develops and implements alternative strategies for dealing with change and planning for the future 				
<ul style="list-style-type: none"> Uses creative and innovative problem-solving strategies for adapting to uncertainties and complexities 				
<ul style="list-style-type: none"> Fosters a climate of innovation and continuous improvement 				
<ul style="list-style-type: none"> Takes appropriate and prudent risks to move the county forward 				
Comments:				

Managing Results and Resources	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Ensures that programs, services, and projects provide results that matter to the county cost effectively and within budget 				
<ul style="list-style-type: none"> Effectively uses both qualitative and quantitative measures to manage performance 				
<ul style="list-style-type: none"> Ensures that prudent financial management is maintained for the continued success of the county 				
Comments:				

Problem Solving and Decision Making	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Identifies and evaluates alternative courses of action 				
<ul style="list-style-type: none"> Makes timely and relevant suggestions to solve problems 				
<ul style="list-style-type: none"> Consults with affected parties when making critical decisions 				
<ul style="list-style-type: none"> Makes sound decisions in a timely manner 				
<ul style="list-style-type: none"> Analyzes situations to determine root causes and develops realistic alternative solutions 				
Comments:				

Community and Staff Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Effectively represents the county in public 				
<ul style="list-style-type: none"> Has the respect of peers in local, state, and national government 				
<ul style="list-style-type: none"> Values people and recognizes their contributions 				
Comments:				

Intergovernmental Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Seeks input from similar operations of other governments in the county to determine if a potential synergy is available to make county services more effective and efficient 				
<ul style="list-style-type: none"> Seeks ways to cooperate, collaborate, or consolidate programs as appropriate 				
<ul style="list-style-type: none"> Seeks information from other governments that may assist the county in providing services without need to redevelop them 				
Comments:				

Board Relations	Exceeds Expectations	Meets Expectations	Needs Improvement	Evaluator has no basis for judgment
<ul style="list-style-type: none"> Provides the county administrator with sufficient lead time to plan presentation of requests, programs, and policies to the county commission 				
<ul style="list-style-type: none"> Provides information and education on issues as appropriate 				
<ul style="list-style-type: none"> Effectively implements the board's policies, procedures, and philosophy in area of assignment 				
Comments:				

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