

**TOWN CLERK
PERFORMANCE EVALUATION**

Evaluation Period: _____ to _____.

Council Member's Name

Each member of the Town Council should complete this evaluation form, sign it in the space below and return it to the Mayor's Office.

The deadline for submitting this performance evaluation is _____.
Evaluations will be summarized and included on the agenda for discussion at a meeting of the Council on _____.

Council Member's Signature

Date

Mayor's Signature

Date

Town Clerk Signature

Date

INSTRUCTIONS

This evaluation form contains twelve (12) categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the Charter employee's performance.

- | | | |
|---|---|--|
| 5 | = | Excellent (Almost always exceeds the performance standard) |
| 4 | = | Above Average (Generally exceeds the performance standard) |
| 3 | = | Average (Generally meets the performance standard) |
| 2 | = | Below Average (Usually do not meet the standard) |
| 1 | = | Poor (Rarely meets the performance standard) |

Note: Any item left blank will be interpreted as a score of "3 = Average".

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the town manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. TOWN COUNCIL SUPPORT

- _____ Town Clerk understands the intentions and needs of the Town Council.
- _____ Town Clerk treats the Mayor and each Councilmember in a fair and impartial manner.
- _____ Town Clerk promptly handles all requests made to her by the Town Council.
- _____ Town Clerk keeps the Town Council informed on a timely basis.
- _____ Town Clerk provides information to members of the Town Council which may be of interest to them.
- _____ Town Clerk follows through with established procedures following Council meetings.
- _____ Town Clerk coordinates appointments made by the Council to all advisory boards and prepares necessary appointment(s) documentation.

Comments: _____

Add the values above and enter the subtotal _____ $\div 7 =$ _____ Score for this category

2. COMMUNICATIONS

- _____ Town Clerk works with the Town Council as a body and individually as a body.
- _____ Town Clerk maintains effective working relationships with other Charter Officers.
- _____ Town Clerk maintains effective working relationships with other town department and staff.
- _____ Town Clerk maintains a continuing interest in and working knowledge of town policies and programs so that inquiries can be readily answered.

Comments: _____

Add the values above and enter the subtotal _____ $\div 4 =$ _____ Score for this category

3. PUBLIC RECORDS

- _____ Town Clerk ensures open access to town public records.
- _____ Town Clerk makes certain that public records requests are handled appropriately.
- _____ Town Clerk understands and implements applicable laws town-wide.
- _____ Town Clerk provides training to town staff where applicable.

Comments: _____

Add the values above and enter the subtotal _____ $\div 4 =$ _____ Score for this category

4. RECORDS MANAGEMENT

- _____ Town Clerk is familiar with Florida Statutes in terms of records management procedures.
- _____ Town Clerk provides town staff with training on records management as applicable.
- _____ Town Clerk works with information services on technological processes so that the town's records management program proceeds accordingly.
- _____ Town Clerk makes sure that any available technology to assess and retrieve town documents is available.

Comments: _____

Add the values above and enter the subtotal _____ $\div 4 =$ _____ Score for this category

5. ELECTIONS

- _____ The Town Clerk is a competent municipal elections official.
- _____ The Town Clerk has a working understanding of Florida Statutes, Miami-Dade County's Charter, and the town's charter as it relates to elections.
- _____ The Town Clerk assists appropriately from first contact with candidates until the end of the election cycle.

Comments: _____

Add the values above and enter the subtotal _____ $\div 3 =$ _____ Score for this category

6. TOWN COMMISSION AGENDA/MINUTES

- _____ Town Clerk completes the Town Manager's agenda posting process in accordance with Town Council policy (if other department staff has provided their work products on time to the office of the Town Clerk.
- _____ Town Clerk posts notices for the Town Council as applicable.
- _____ Town Council minutes are provided to the Town Council for approval within a reasonable time period.
- _____ Town Clerk provides accurate minutes to the Town Council.

Comments: _____

Add the values above and enter the subtotal _____ $\div 4 =$ _____ Score for this category

7. FISCAL MANAGEMENT

- _____ Town Clerk works within the parameters of her approved budget.
- _____ Town Clerk is effective in conserving budgetary resources.

Comments: _____

Add the values above and enter the subtotal _____ $\div 2 =$ _____ Score for this category

8. BOARDS/COMMITTEES

- _____ Boards/committees are staffed appropriately and all related business is handled in a timely manner.
- _____ Board and committee agendas are provided to the applicable boards and committees within five to ten days of an applicable meeting (if other departmental liaisons have

provided their work products in time to the Office of the Town Clerk).

_____ Board and committee minutes are provided to the applicable advisory board and committees for approval within a reasonable time period and to the Office of the Town Clerk for preservation.

Comments: _____

Add the values above and enter the subtotal _____ $\div 3 =$ _____ Score for this category

9. MANAGEMENT OF EMPLOYEES

_____ Town Clerk ensures that her staff exhibits excellent customer service skills.
_____ Town Clerk provides opportunities for professional training and development of skills.
_____ Town Clerk offers appreciation to staff when warranted.

Comments: _____

Add the values above and enter the subtotal _____ $\div 3 =$ _____ Score for this category

10. COMMUNITY RELATIONS

_____ Town Clerk assists the public when applicable and listens to concerns and needs, responding in a positive manner.
_____ Town Clerk provides excellent customer service to the general public.

Comments: _____

Add the values above and enter the subtotal _____ ÷ 2 = _____ Score for this category

11. PROFESSIONAL SKILLS

- _____ Town Clerk exhibits professional demeanor.
- _____ Town Clerk represents her department well.
- _____ Town Clerk maintains a Certified Municipal Clerk Certification.

Comments: _____

Add the values above and enter the subtotal _____ ÷ 3 = _____ Score for this category

12. PERSONAL TRAITS

- _____ Fair and impartial.
- _____ Detailed-oriented.
- _____ Strives for excellence.
- _____ Responsive.
- _____ Has a “can-do” attitude.
- _____ Dedicated.

Comments: _____

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

NARRATIVE EVALUATION

What would you identify as the Town Clerk's strength(s) expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the Town Clerk to enhance performance? _____

What other comments do you have for the Town Clerk? _____
