

## City Clerk Performance Evaluation

City of \_\_\_\_\_

Evaluation period: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Council Member's Name

Each Council Member should complete this evaluation form, sign it in the space below, and return it to the Director of the Human Resources Department. The deadline for submitting this performance evaluation is five business days prior to the City Clerk's posted evaluation. Evaluations will be summarized by Human Resources staff and provided to the Mayor and Council Members for discussion during Executive Session on \_\_\_\_\_.

\_\_\_\_\_  
Council Member's Signature

\_\_\_\_\_  
Date Submitted

## INSTRUCTIONS

This evaluation form includes two parts: A quantitative score sheet, covering multiple categories of performance criteria; and a narrative comments section. A summary of the score sheet results and all narrative comments will be distributed to all Council Members in executive session, and will be used as a basis for Council discussion of the City Clerk's performance.

*Score sheet.* Each of the categories contains multiple statements that describe a behavior standard in that category. For each statement, rate the City Clerk's performance along the following scale.

- 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 does not meet the performance standard)
- 1 = poor (rarely meets the performance standard)

If you do not have enough information to rate the City Clerk on a particular characteristic, leave it blank. Blanks will not be included in the numerical scoring, but the number of blanks for that characteristic will be recorded.

*Narrative comments.* At the end of the form you will have an opportunity to respond to specific questions, and to provide any other comments you believe appropriate and pertinent to the City Clerk's evaluation. Please write legibly or attach a printed Word document.

Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached. Sign and date the cover page. All evaluations submitted prior to the deadline will be included in the summary prepared for Council discussion.

## PERFORMANCE CATEGORY SCORING

### 1. INDIVIDUAL CHARACTERISTICS

- \_\_\_\_\_ Diligent and thorough in the discharge of duties, "self-starter"
- \_\_\_\_\_ Exercises good judgment
- \_\_\_\_\_ Displays enthusiasm, cooperation, and will to adapt
- \_\_\_\_\_ Exhibits composure and attitude appropriate for the position

## **2. PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Maintains knowledge of current developments affecting the practice of local government management
- \_\_\_\_\_ 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

## **3. CITY CLERK FUNCTIONS**

- \_\_\_\_\_ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- \_\_\_\_\_ Helps the Council address future needs and develop adequate plans to address long term trends
- \_\_\_\_\_ Attends all regular and special meetings of City Council and successfully provides accurate official minutes of the proceedings.
- \_\_\_\_\_ Manages municipal elections, and exhibits knowledge of principles and practices of municipal code and pertinent election law.
- \_\_\_\_\_ Ability to meet and serve the public with tact and creditability.

## **4. REPORTING & RECORDS**

- \_\_\_\_\_ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the City Charter as a guide
- \_\_\_\_\_ Responds in a timely manner to requests from the governing body for special reports
- \_\_\_\_\_ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- \_\_\_\_\_ Effectively manages records and indexing of records for public use.
- \_\_\_\_\_ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

## 5. FISCAL MANAGEMENT

- \_\_\_\_\_ 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 department

## 6. STAFFING & SUPERVISION

- \_\_\_\_\_ Manages staff effectively
- \_\_\_\_\_ Encourages teamwork, innovation, and effective problem-solving among staff members
- \_\_\_\_\_ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the staff level
- \_\_\_\_\_ 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
- \_\_\_\_\_ Promotes training and development opportunities at all levels of the organization

## NARRATIVE EVALUATION

What would you identify as the City Clerk's strengths, expressed in terms of the principal results achieved during the rating period?

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What performance areas would you identify as most critical for improvement?

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What suggestions or assistance can you offer the City Clerk to improve performance?

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