

**CITY ADMINISTRATOR  
PERFORMANCE EVALUATION**

This form shall be completed by each member of the Board to evaluate the City Administrator's performance in each of the areas noted below. Performance levels can be noted, based on the following scale:

- 1 = Poor (rarely meets expectations).
- 2 = Below average (usually does not meet expectations).
- 3 = Satisfactory (meets performance expectations).
- 4 = Above average (generally exceeds performance expectations).
- 5 = Excellent (almost always exceeds expectations and performs at very high standard).

Each member of the Board should sign the form and forward it to the Mayor, who will be responsible for compiling the comments.

**EVALUATION PERIOD:** \_\_\_\_\_ **TO:** \_\_\_\_\_

1. **PERSONAL**

- \_\_\_\_\_ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- \_\_\_\_\_ Composure, appearance, and attitude fitting for an individual in his executive position.

2. **PROFESSIONAL SKILLS AND STATUS**

- \_\_\_\_\_ Knowledgeable of current developments affecting the management field and affecting city governments.
- \_\_\_\_\_ Respected in management profession.
- \_\_\_\_\_ Has a capacity for and encourages innovation.
- \_\_\_\_\_ Anticipates problems and develops effective approaches for solving them.
- \_\_\_\_\_ Willing to try new ideas proposed by Board Members or staff.

3. **RELATIONS WITH MAYOR/BOARD OF ALDERMEN**

- \_\_\_\_\_ Carries out directives of the Board as a whole rather than those of any one Board member.
- \_\_\_\_\_ Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.
- \_\_\_\_\_ Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.
- \_\_\_\_\_ Responds to requests for information or assistance by the Board.
- \_\_\_\_\_ Informs the Board of administrative developments.
- \_\_\_\_\_ Receptive to constructive criticism and advice.

4. **POLICY EXECUTION**

- \_\_\_\_\_ Implements Board action in accordance with the intent of the Board.
- \_\_\_\_\_ Supports the actions of the Board after a decision has been reached.
- \_\_\_\_\_ Enforces City policies.
- \_\_\_\_\_ Understands City's laws and ordinances.
- \_\_\_\_\_ Reviews enforcement procedures periodically to improve effectiveness.
- \_\_\_\_\_ Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

5. **REPORTING**

- \_\_\_\_\_ Provides the Board with reports concerning matters of importance to the City.
- \_\_\_\_\_ Reports are accurate and comprehensive.
- \_\_\_\_\_ Reports are generally produced through own initiative rather than when requested by the Board.
- \_\_\_\_\_ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.

6. **CITIZEN RELATIONS**

- \_\_\_\_\_ Responsive to complaints from citizens.
- \_\_\_\_\_ Dedicated to the community and its citizens.
- \_\_\_\_\_ Skillful with the news media, avoiding political positions and partisanship.
- \_\_\_\_\_ Has the capacity to listen to others and to recognize their interests--works well with others.
- \_\_\_\_\_ Willing to meet with members of the community to discuss their real concerns.
- \_\_\_\_\_ Cooperates with neighboring communities.
- \_\_\_\_\_ Cooperates with the County, State, and Federal governments.
- \_\_\_\_\_ Cooperates with other organizations within the City, such as Chamber, School Districts, and Water District.

7. **STAFFING**

- \_\_\_\_\_ Recruits and retains competent personnel for City positions.
- \_\_\_\_\_ Aware of staff weaknesses and works to improve their performance.
- \_\_\_\_\_ Accurately informed and concerned about employee relations.
- \_\_\_\_\_ Professionally administers the merit system.

8. **SUPERVISION**

- \_\_\_\_\_ Encourages Department Heads to make decisions within their own jurisdictions without City Administrator approval, yet maintains general control of administrative operations.
- \_\_\_\_\_ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- \_\_\_\_\_ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the City Administrator's office.
- \_\_\_\_\_ Evaluates personnel periodically, and points out management weaknesses and strengths.

9. **FISCAL MANAGEMENT**

- \_\_\_\_\_ Prepares a balanced budget to provide services at a level directed by the Board.
- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the City efficiently and effectively.
- \_\_\_\_\_ Prepared budget is in an intelligent but readable format.
- \_\_\_\_\_ Possesses awareness of the importance of financial planning and control.

10. What would you identify as the results achieved during the evaluation period as representative of the strengths of the City Administrator?

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11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the City Administrator to improve these areas?

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12. Other comments?

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_