



## EVALUATION OF CITY CLERK

City Clerk Name:

October 2022 - September 2023

Identify performance score by placing the performance level score in the box associated with the evaluated section.

1 = Unsatisfactory   2 = Improvement Needed   3 = Meets Expectations  
4 = Exceeds Expectation   5 = Outstanding

Score

### Professional Skills

**Leadership :** Represents the City on a professional manner; demonstrates courtesy, tact and skill in dealing with sensitive matters and others; maintains an overall warm and personable attitude. Looks for ways to improve department functions and/or operations.

**Decision Making/Judgment:** Makes timely decisions that are well thought out and in the best interest of the City; accepts responsibility for outcomes; handles difficult situations in a professional and proactive manner. Is a proactive problem solver.

**Coordination:** Ability to work with others as a team and express individual viewpoint while learning from input of others. Cooperates and coordinates with the City Manager on city projects.

**Planning and Organization:** Acknowledges goals established by the City Council and assists with implementing associated objectives.

<b>Legislative:</b> Advise the City Council on relevant concerns, legislation and developments in the area of public policy affecting the City of Edgewater.	
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<b>Records Management:</b> Maintains a comprehensive Records Management Program. Makes a consistent effort to carryout the goals and policies of the program. Trains appropriate personnel on maintenance of program. Maintains the integrity of official records.	
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<b>Public Records:</b> Maintains a productive Public Records Policy. Fulfills public records request as perscribed by Florida law, with accuracy and in a timely manner.	
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<b>Financial Control:</b> Prepares and controls City Clerk associated budgets. Assures efficiencies through cost saving measures, reductions and the judicious and economical utilization of personnel, material and equipment.	
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<b>Relationship with City Council</b>	
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<b>City Council :</b> Openly communicates with the City Council, promptly and properly responds to requests, keeps the City Council and City Manager informed of current issues about matters critical to the City.	
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<b>Relationship with the City Council:</b> Develops and maintains an effective and professional dialogue with City Council.	
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<b>Responsivness:</b> Responds in a timely manner to the requests of the City Council and citizens. Presents the City Council policies and positions on issues to the citizens, staff and organizations accurately, equitably and effectively.	
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<b>Interactive Skills</b>	
<b>Interpersonal Relationships:</b> Demonstrates ability to cooperate, work and communicate with City Council, City Attorney, staff and other outside contacts.	

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<b>Community Relations:</b> Maintains positive relations with community groups and organizations; attends community functions; and effectively communicates the City Council's position to staff and public.	
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<b>Government Relations:</b> Deals effectively with governmental agencies in representing the City of Edgewater.	
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<b>Communication Skills</b>	
<b>Media:</b> Maintains a constructive relationship with media outlets and others; communicates clearly and demonstrates effective listening, oral and written skills.	

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<b>Activities:</b> Reports departmental and staff activities to the City Council in an appropriate and timely manner. Provides agendas, minutes and reports accurately and on a timely basis.	
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<b>Residents, Businesses and General Public:</b> Maintains constructive relations with the public; effectively utilizes tools such as newsletters, press releases, social media and public speaking opportunities to inform community about City Council action and policies.	
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<b>Administrative Skills and Traits</b>	
<b>Job Knowledge:</b> Demonstrates knowledge of all aspects of municipal government; and has working knowledge of state and federal government.	

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<b>Management Style:</b> Ability to work with others as a team and express individual viewpoint while learning from the input of others. Handles election process effectively and efficiently.	
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<b>Creativity:</b> Proactively identifies effective, efficient and innovative solutions to problems and considers all available alternatives before making recommendations to the City Council. Self-motivated and initiates needed tasks without direction.	
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<b>Planning and Organization:</b> Establishes appropriate organization, priorities and course of action for self and staff to accomplish goals; makes proper assignments of staff and appropriate use of resources; sets realistic objectives with appropriate time frames. Effectively evaluates assigned employee performance and appropriately acts on results.	
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<b>Motivation and Leadership:</b> Motivates personnel so that they are increasingly effective in the performance of their duties, in achieving common goals and objectives and in nurturing an attitude of courtesy, helpfulness and sensitivity to the public. Has a positive working relationship with other employees.	
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<b>Operational Efficiency:</b> Obtains the best possible result for the resources expended. Handles disputes quickly and effectively.	
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<b>Initiative:</b> Uses initiative to develop new programs to meet the needs of the City Clerk's responsibilities or resolve identified problems; implements or modifies procedures and programs necessary to improve organizational effectiveness and efficiency of the department.	
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<b>Ethical Standards:</b> Conforms to high standards of profession.	
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<b>Managerial and Administrative Performance</b>	
Accessible and maintains good rapport with elected officials, staff, and the public	
Makes tough decisions when necessary	
Ability to work with the press and media	
Implements City Council decisions loyally	
Accepts responsibility willingly	

<b>Personal Qualities</b>	
Mature professional and personable	
Sense of humor	
Open/forthright	
Sensitive and considerate	
Self-confident	
Good personal appearance	
Enjoys people and is friendly	
Manages time well	
Accepts responsibility willingly	

Energetic	
Non-defensive	

<b>Significant Accomplishments:</b> What significant accomplishments have you achieved in the past year?     
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<b>Personal Qualities</b>
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What 2 things would you like to achieve in your position for the coming year?

What 2 things the City Clerk does now that the Council member would most like him/her to continue?

What 2 things the City Clerk does <b>not</b> do now that the Council member would most like him/her to do in the future?

Evaluation Completed By:
Date: