

City of Waukesha City Administrator 2020 Evaluation

Instructions

Each member of the governing body should complete a performance evaluation form.

The deadline for submitting the performance evaluation is Thursday, January 28, 2021. Evaluations will be combined and summarized and included on the agenda for discussion at the next HR Committee meeting and will be presented by the governing body to the City Administrator accordingly.

This evaluation form contains nine 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 city administrator's performance.

5 = Consistently Exceeds Expectations: Performance (quality and/or timeliness) consistently and clearly exceeds in all essential areas of job standards.

4 = Exceeds Expectations: Performance is highly effective (quality and/or timeliness) and consistently meets and on occasion exceeds expectations.

3 = Meets Expectations: Overall performance (quality and/or timeliness) achieves effective, expected results. Individual is dependable, competent, and knowledgeable.

2 = Improvement Needed: Performance (quality and/or timeliness) fails to meet expectations in one or more essentials areas. Output frequently falls below acceptable levels and must be improved.

1 = Doesn't Meet Expectations: Performance (quality and/or timeliness) is below what should be expected after a reasonable period of time on the job. Significant improvement is essential to meet minimum standards.

Any item left blank will be interpreted as a score of "3 = Meets Expectations".

This form also contains a section where you are able to add comments you believe are appropriate and pertinent to the evaluation period.

* 1. Council Member Name

* 2. Date:

Date / Time

Date



3. ASSISTING COUNCIL WITH POLICY MAKING

Providing information

5 = Consistently
Exceeds
Expectations

4 = Exceeds
Expectations

3 = Meets
Expectations

2 = Improvement
Needed

1 = Doesn't Meet
Expectations

Keeps the council informed, in a timely manner, of the things you want and need to know about

Provides information on an equal basis with all council members

Reports provide adequate information and analysis to help us make sound decisions

Prompt follow-up on council requests without having to be reminded

Comments:

4. ASSISTING COUNCIL WITH POLICY MAKING

Providing Advise

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
City Administrator has adequate knowledge of municipal affairs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Considers alternatives before making recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offers quality analysis that accompanies recommendations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Produces and handles information/reports in a way that conveys the message that affairs of the organization are open to public scrutiny	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

5. INTERNAL ADMINISTRATION

Financial Management

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
Has sufficient knowledge of financial matters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is effective in controlling costs through economical utilization of manpower, materials and Equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prepares a balanced budget to provide services at a level directed by council	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Partners with appropriate parties to ensure the budget is accurate and submitted on time	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

6. INTERNAL ADMINISTRATION

Personnel Management

5 = Consistently
Exceeds
Expectations

4 = Exceeds
Expectations

3 = Meets
Expectations

2 = Improvement
Needed

1 = Doesn't Meet
Expectations

Effective in recruiting
and retaining qualified,
diverse leaders

Develops and maintains
a friendly and informal
relationship with the staff
while maintaining the
professional dignity of
the city administrator's
office

Encourages department
heads to make decisions
within their jurisdictions
with minimal city
administrator
involvement, yet
maintains general control
of operations by
providing the right
amount of
communication to the
staff

Willing to address
disciplinary problems
head-on and take action
when warranted

Comments:

7. INTERNAL ADMINISTRATION

Getting the Job Done

5 = Consistently
Exceeds
Expectations

4 = Exceeds
Expectations

3 = Meets
Expectations

2 = Improvement
Needed

1 = Doesn't Meet
Expectations

Pays sufficient attention to detail to limit errors and avoid having things "slip through the cracks"

Has a good sense of priorities in the way he spends his time and focuses his efforts

Effectively develops and carries out short and long-term action plans

Puts in the necessary work and effort to meet the expectations of the governing body

Comments:

8. EXTERNAL RELATIONS

Citizens

	5 = Consistently Exceeds Expectations	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations:
Generally makes a positive impression on citizens and is respected in the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effective in handling disputes or complaints involving citizens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrates a dedication to service to the community and its citizens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Maintains a nonpartisan approach in dealing with the news media; avoids unnecessary controversy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

9. MISCELLANEOUS

Individual Characteristics

	5 = Consistently Exceeds Expectations:	4 = Exceeds Expectations	3 = Meets Expectations	2 = Improvement Needed	1 = Doesn't Meet Expectations
Exercises good judgment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Displays enthusiasm, cooperation, and is willing to adapt	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mental and physical stamina appropriate for the position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exhibits composure, appearance, and attitude appropriate for executive position	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:

10. MISCELANEOUS

Professional Skills

5 = Consistently
Exceeds
Expectations

4 = Exceeds
Expectations:

3 = Meets
Expectations

2 = Improvement
Needed:

1 = Doesn't Meet
Expectations

Maintains knowledge of
current developments
affecting management of
local government

Willing to try new ideas
proposed by council
members and/or staff

Sets a professional
example by handling
affairs of the public office
fair and impartially

Comments:

11. MISCELLANEOUS

Reporting

5 = Consistently Exceeds Expectations

4 = Exceeds Expectations

3 = Meets Expectations

2 = Improvement Needed

1 = Doesn't Meet Expectations

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

Reports produced by the CA are accurate, comprehensive, concise, and written to their intended audience organization are open to public scrutiny

Comments:

12. What would you identify as the City Administrator's strength(s), expressed in terms of the principle results achieved during the rating period?

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

14. What constructive suggestions or assistance can you offer the City Administrator to enhance performance?

15. What other comments do you have for the City Administrator (e.g., priorities, expectations, goals or objectives for the new rating period)?