

## County Administrator's Six Month Performance Review

Evaluation period: November 2018 to April 2019

**Kathleen Peters**

Evaluator's Name

### INSTRUCTIONS

This evaluation form presents ten categories of rating criteria. Each category contains statements describing competencies or strategic goals related to that category. For each category, use the scale below to indicate your rating of the Administrator's performance.

This evaluation form also contains the option of entering comments related to each of the categories. These comments may include responses to specific questions and any observations you believe appropriate and pertinent to the rating period.

Separately, this evaluation form contains an optional narrative evaluation offering the opportunity to provide additional feedback.

1 = Needs Improvement:

The incumbent does not consistently meet the performance expectations and/or demonstrates only a moderate level of proficiency in the required competency. Additional training or commitment is required. *This rating describes the employee who meets only the very minimum position requirements and whose performance needs improvement through development, experience and/or application.*

2 = Meets Expectations:

The incumbent consistently meets and may occasionally exceed performance expectations while demonstrating proficiency in the required competency. *This rating describes the employee whose overall performance is satisfactory, and consistently meets the expectations of the Board.*

3 = Exceeds Expectations:

The incumbent consistently exceeds performance expectations while demonstrating a high level of proficiency in the required competency. *This rating is used as recognition for extraordinary accomplishments that have significant impact on the organization.*

When completed, please sign and date the form and forward it to the Board Chairman. The results will be summarized and placed on the agenda at a future meeting. The individual forms, accompanying summary, and other agenda materials will be included in the public record.

**For the rater's convenience, the rating scale appears in the header on each of the following pages.**

Rating Scale: 1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations

## SECTION 1: ADMINISTRATOR'S FUNCTIONAL COMPETENCIES

Considering the competencies listed, please note your score for each category in the space provided to the right of the category heading.

### 1. Professional Skills and Characteristics

Score: 2

- Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- Understands the impact and implications of decisions on the community and stakeholders.
- Anticipates problems and develops effective approaches for solving them.
- Demonstrates knowledge of current developments affecting local government management.
- Exhibits composure, appearance, attitude and demeanor appropriate for executive position.

*Comments related to this category.* (Optional)

### 2. Relations With The Board of County Commissioners

Score: 2

- Carries out directives of the Board as a whole rather than those of any one Board member.
- Assists the Board in resolving problems at the administrative level in order to avoid unnecessary Board action.
- Supports the actions of the Board after a decision has been reached.
- Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.
- Receptive to constructive criticism and advice.

*Comments related to this category.* (Optional)

Rating Scale: 1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations

**3. Policy Execution**

**Score: 2**

- Implements Board actions in accordance with the intent of Board.
- Ensures that policies are implemented on time, on budget and to expectations.
- Understands and provides for enforcement of county laws and ordinances.
- Reviews ordinances and procedures periodically to suggest improvements to their effectiveness.
- Offers workable alternatives to the Board for changes in law or policy when an existing policy or ordinance is no longer practical.

*Comments related to this category.* (Optional)

**4. Budget/Financial Management**

**Score: 2**

- Prepares a balanced budget to provide services at a level intended by the Board.
- Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively.
- Presents the budget and budgetary recommendations in an intelligent and accessible format.
- Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and accountability.
- Monitors and manages fiscal activities of the organization appropriately.
- Ensures projects in the Capital Improvement Program are accomplished on time and within budget.

*Comments related to this category.* (Optional)

Rating Scale: 1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations

**5. Communications and Reporting**

**Score: 3**

- Provides regular information and reports to the Board concerning matters of importance to the County.
- Disseminates complete and accurate information equally to all members in a timely manner.
- Responds in a timely manner to requests from the Board for information or special reports.
- Takes the initiative to provide information, advice, and recommendations to the Board on matters that are non-routine and not administrative in nature.
- Produces reports that are accurate and comprehensive.

*Comments related to this category.* (Optional)

**SECTION 2: BOARD STRATEGIC PLAN**

**6. Create a Quality Workforce in a Positive, Supportive Organization**

**Score: 2**

- Recruits, selects and retains diverse and competent personnel for County positions.
- Leverages, promotes and expands opportunities for workforce growth and development, and maintains a succession plan.
- Is accurately informed and appropriately concerned about employee relations.
- Makes workforce safety and wellness a priority.
- Maintains a fair and competitive total compensation package.

*Comments related to this category.* (Optional)

Rating Scale: 1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations

**7. Ensure Public Health, Safety, and Welfare**

**Score: 2**

- Provides planning, coordination, prevention, and protective services to ensure a safe and secure community.
- Ensures that the County is a facilitator, convener, and purchaser of services for those in need.
- Provides comprehensive services to connect our veterans and dependents to the benefits they have earned.
- Provides support to programs that seek to prevent and remedy the causes of homelessness and move individuals and families from homelessness to permanent housing.
- Develops initiatives to enhance pedestrian and bicycle safety.

*Comments related to this category.* (Optional)

**8. Practice Superior Environmental Stewardship**

**Score: 2**

- Implements green technologies and practices where practical.
- Ensures appropriate preservation and management of environmental lands, beaches, parks, and historical assets.
- Ensures the protection and improvement of the quality of our water, air, and other natural resources.
- Implements programs to reduce/reuse/recycle resources including energy, water, and solid waste.
- Complies with State, federal, and county health and environmental regulations.

*Comments related to this category.* (Optional)

Rating Scale: 1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations

**9. Foster Continual Economic Growth and Vitality**

**Score: 3**

- Proactively attracts and retains businesses with targeted jobs to the county and the region.
- Invests in communities that need the most.
- Provides a catalyst for redevelopment through planning and regulatory programs.
- Invests in infrastructure to meet current and future needs.
- Builds support for a vibrant community with recreation, arts, and culture to attract residents and visitors.

*Comments related to this category.* (Optional)

**10. Delivering First Class Services**

**Score: 3**

- Maximizes partner relationships and public outreach.
- Actions reflect responsible stewardship of the public's resources.
- Ensures effective and efficient delivery of county services and support.
- Strives to exceed customer expectations.
- Collaborates with other government agencies and community partners.

*Comments related to this category.* (Optional)

I appreciate his very visible efforts to engage staff in re-establishing trust and better communication with citizens. I find him to be very accessible.

Rating Scale: 1 = Needs Improvement, 2 = Meets Expectations, 3 = Exceeds Expectations

**NARRATIVE EVALUATION (optional)**

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

What constructive suggestions or recommendations can you offer the Administrator to enhance performance?

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

Thank you for providing feedback.

  
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Evaluator's Signature

4/24/19  
Date