



City of Valdez City Manager Annual Evaluation Form

City Manager Name: _____

Evaluation Period: _____

Evaluation Date: _____

Council Appointed Evaluation Chair: _____

Prior to an annual evaluation, the City Manager will compile a list of all noteworthy accomplishments achieved by City Administration for the evaluation period. That memo and this evaluation form will be provided to City Council members two regular meetings before the City Manager's annual evaluation is scheduled.

The City Manager annual evaluation will consist of three parts:

- Qualities/Techniques/Character (50%)
 - See job description and required time distribution at Appendix A
 - See attached evaluation criteria at Appendix B
- Accomplishments (50%)
 - See attached evaluation criteria at Appendix C
- Comments
 - Comments that receive majority Council support should be provided to offer constructive feedback and/or acknowledgment as appropriate

Scores for gradable items are provided on an academic scale: A B C D F
(For purposes of combining scores: A = 4, B = 3, C = 2, D = 1, F = 0)

City Manager Evaluation Worksheet

Qualities/Techniques/Character Grade: _____

Accomplishments Grade: _____

Overall Evaluation Grade (average of the scores above): _____

Comments:

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Mayor _____

Evaluation Chair

Date _____

Date _____

Appendix A
City Manager Evaluation
Job Description and Time Requirements

There are many components to the city manager job. For the City of Valdez, these primary areas of responsibility include:

- 1) **40%** **Oversee the day-to-day operations of all municipal services**
 - a. Provide guidance and resolve issues; all departments, all routine functions
 - b. Responsible for all finances/budgets/investments
 - c. Manage workforce, nurture employee relations, and mediate personnel issues
 - d. Monitor and coordinate all legal matters and litigations with city attorneys
 - e. Act as liaison with component units (schools, hospital, museum)
 - f. Function as Incident Commander for all emergencies
- 2) **20%** **Oversee capital projects**
 - a. Facilitate project development, coordination and prioritization
 - b. Manage third party project managers (large projects)
 - c. Oversee long-term project implementation plans/budgets
 - d. Facilitate issuance of municipal bonds as required
 - e. Monitor and report projects status
- 3) **15%** **Oversee special projects**
 - a. Coordinate/direct work not within the traditional roles of existing departments
 - b. Represent Administration on Mayor's Task Forces and special committees
 - c. Oversee long-term project implementation plans/budgets
 - d. Act as project manager on highly specialized projects
 - e. Monitor and report projects status
- 4) **10%** **Maintain a good working relationship with the City Council**
 - a. Nurture rapport that facilitates trust and coordination
 - b. Provide technical expertise to enable well informed decisions
 - c. Collaborate in the development of broad goals or specific objectives
- 5) **10%** **Represent the city on all technical matters with external agencies**
 - a. Act as chief lobbyist with state and federal legislators
 - b. Act as primary point of contact with state and federal agencies
 - c. Represent the city with other municipalities and municipal groups
 - d. Primary spokesperson with the media
- 6) **5%** **Maintain a positive relationship with the public**
 - a. Be available for public comments, issues, or complaints
 - b. Coordinate resolution of public issues or concerns
 - c. Facilitate/direct public information or outreach

Appendix B

City Manger Evaluation

Qualities/Techniques/Character

I. RELATIONS

A. Council Relations:

- | | |
|--|-----------|
| 1) Maintains consistent availability to Council..... | A B C D F |
| 2) Works with Council Members to facilitate their thoughts and ideas into cohesive policy development..... | A B C D F |
| 3) Possesses the ability to recognize Council direction, despite possible difference from own his/her own advice or views, and successfully helps develop and execute their polices or directives..... | A B C D F |
| 4) Effectively facilities key projects, such as the annual budget and goal-setting processes..... | A B C D F |
| 5) Ensures Council Members are thoroughly informed in a timely manner of key plans and activities of the City and staff through City Manager reports, memoranda, and personal briefings..... | A B C D F |
| 6) Follows up promptly on Council Requests for information and action..... | A B C D F |
| 7) Ensures that all Council Members received information on an equal basis..... | A B C D F |
| 8) Agenda items and supporting documents are appropriate and brought to Council in sufficient time for deliberations..... | A B C D F |
| 9) Council meeting packets are relatively free of errors and omissions..... | A B C D F |

B. Employee Relations:

- | | |
|--|-----------|
| 1) Effectively motivates and gains employees' confidence and respect through demonstrated performance and decision making..... | A B C D F |
| 2) Effectively manages personnel to maintain high staff morale and to minimize the risk of adverse personnel actions or rulings..... | A B C D F |
| 3) Mentors department heads to assist in further developing or maintaining their performance standards..... | A B C D F |
| 4) Guides staff so they work together as a team toward common objectives..... | A B C D F |
| 5) Delegates responsibilities, and directs work activities of staff so they effectively accomplish City goals..... | A B C D F |
| 6) Effectively cross-communicates between the department heads and Council... | A B C D F |
| 7) Generally creates or encourages an atmosphere in which employees enjoy working for the City..... | A B C D F |

C. Community Relations:

- | | |
|--|-----------|
| 1) Is respected within the City and makes a positive overall impression by conveying professionalism through respect, courtesy, and sensitivity to the public..... | A B C D F |
| 2) Thinks and behaves in a manner that reflects an attitude that the client (Council, Staff, or citizen) perceptions and satisfactions are key..... | A B C D F |
| 3) Represents Council's positions/policies accurately and effectively to the public.. | A B C D F |
| 4) Provides an effective level of responsive and vital customer service, including timely follow through on citizen requests, disputes and complaints..... | A B C D F |
| 5) Generated citizen satisfaction with the City's administrative/service obligations... | A B C D F |

D. Other Governmental Entities and News Media Relations:

- 1) Establishes and maintains a liaison with other governmental jurisdictions, especially with regard to those areas of service that improve or enhance the City's programs..... A B C D F
- 2) Maintains effective communications with other governmental jurisdictions with which the City is involved or interfaces..... A B C D F
- 3) Skillfully and favorably represents the City to the press, radio and television. Often anticipates sensitive topics that may eventually reach the media and initiates communication minimize potential negative impact to the City..... A B C D F

E. Communication:

- 1) Skilled at verbal and written communications—they are thoughtful, clear and to the point..... A B C D F
- 2) Skilled at listening and isolating key point or issues..... A B C D F
- 3) Easy to talk to..... A B C D F
- 4) Shows sensitivity to the concerns of others..... A B C D F

Section I Comments: _____

SECTION I AVERAGE: _____ TOTAL SCORES DIVIDED BY 28 = _____

II. ORGANIZATIONAL MANAGEMENT

A. General:

- 1) Ensures that staff provides timely and objective policy information for Council to consider, and manages the staff to implement Council policy decisions..... A B C D F
- 2) Effectively plans and organizes work resulting either from policies adopted or Direction given by the City Council, and ensures it is carried out in a timely manner... A B C D F
- 3) Oversees on-going programs and services to the City to ensure continued effectiveness, as well as ensuring implementation of new programs adopted the City Council..... A B C D F
- 4) Ensures organized responses to public requests and complaints, as well as to concerns brought to the attention of staff by City Council..... A B C D F

B. Fiscal:

- 1) Possesses sufficient knowledge of financial matters..... A B C D F
- 2) Manages the financial resources of the City to ensure the City maintains a sound financial condition and receives clean audits..... A B C D F
- 3) Has a good approach to the budget preparation and review processes..... A B C D F
- 4) Effectively aids Council in developing a realistic budget to meet Council's goals... A B C D F
- 5) Ensures that the budget is submitted on time..... A B C D F
- 6) Effective in controlling costs through the economic utilization of manpower, materials, and equipment..... A B C D F
- 7) Provides sufficient information on the current financial status of the City..... A B C D F
- 8) Communicates concerns in a timely manner to the Council regarding issues that may significantly affect the City fiscally in the foreseeable future..... A B C D F

C. Personnel

- 1) Effectively selects and places personnel..... A B C D F
- 2) Assures that every City employee receives a written performance review..... A B C D F
- 3) Evaluates department heads in a consistent and realistic manner..... A B C D F
- 4) Appropriately and promptly addresses disciplinary problems; takes action when warranted..... A B C D F

D. Community and Economic Development

- 1) Continues to implement improvements to the development process to expedite new development..... A B C D F
- 2) Provides for an active liaison with the business community to assist in maintaining current businesses and attractive new, targeted businesses to the City..... A B C D F

Section II Comments _____

SECTION II AVERAGE

TOTAL SCORES DIVIDED BY 18 = _____

III. OVERSIGHT**A. Capital Projects:**

- 1) Oversees the various capital projects of the City to ensure that they are managed effectively, accomplished on time and within budget..... A B C D F
- 2) Sets appropriate priorities of project development..... A B C D F
- 3) Effectively coordinates project development and pays sufficient attention to detail to avoid errors, contract deficits, or cost overruns..... A B C D F
- 4) Monitors and reports projects' status to Council in a timely manner..... A B C D F

B. Special Projects

- 1) Appropriately represents the City on Task Forces and Special Committees..... A B C D F
- 2) Effectively coordinates work that does not fit into current department roles..... A B C D F
- 3) Monitors and reports projects' status to Council in a timely manner..... A B C D F

C. Legal Matters

- 1) Works in concert with the city attorney to efficiently resolve legal matters/litigation.... A B C D F
- 2) Monitors all City legal matters and timely informs Council regarding said matters..... A B C D F
- 3) Effectively mediates and resolves problems at the lowest level possible. A B C D F

D. Incident Command

- 1) Functions as an effective Incident Commander for all City emergencies..... A B C D F
- 2) Communicates well with other agencies during emergencies..... A B C D F

Section III Comments _____

SECTION III AVERAGE

TOTAL SCORES DIVIDED BY 12 = _____

IV. GENERAL QUALITIES

A. Municipal Affairs:

- | | |
|--|-----------|
| 1) Possesses adequate knowledge of municipal affairs..... | A B C D F |
| 2) High quality analysis normally accompanies recommendation..... | A B C D F |
| 3) Carefully considers viable alternatives before making recommendations..... | A B C D F |
| 4) Readily recognizes potential problems, anticipates needs and plans ahead..... | A B C D F |
| 5) Brings issues to the Council in an appropriate time frame for action..... | A B C D F |
| 6) Effectively implements Council decisions and follows Council direction..... | A B C D F |

B. Individual Qualities

- | | |
|---|-----------|
| 1) Creative, anticipative and innovative when dealing with issues, problems and Unusual situations while remaining objective, flexible and receptive..... | A B C D F |
| 2) Good logic/reason guides decision-making, based on fairness/impartiality..... | A B C D F |
| 3) Effectively mediates and resolves problems, even under strained and unpleasant conditions..... | A B C D F |
| 4) Self-confident, accepts criticism..... | A B C D F |
| 5) Universally applies common sense, tact and diplomacy..... | A B C D F |
| 6) Able to cope with stress; maintains self control and composure, even under pressure..... | A B C D F |
| 7) Displays interest and enthusiasm in performing duties..... | A B C D F |
| 8) Demonstrates integrity, loyalty and honesty..... | A B C D F |

Section IV Comments _____

SECTION IV AVERAGE

TOTAL SCORES DIVIDED BY 14 = _____

OVERALL GRADE

COMBINE ALL AVERAGED SCORES ABOVE AND DIVIDE BY 4 = _____

General Comments: _____

Appendix C
City Manager Evaluation
Accomplishments

Accomplishments span all areas of the job description, some more than others. The overall annual work product evaluation should consider the following:

- The amount of work
- The complexity of the work
- Whether the outcomes were satisfactory
- Whether achievements were in line with long range goals and plans of the city; with consideration given for real time circumstances that developed throughout the year.

In consideration of the factors above

Accomplishment Grade for the evaluation period (A B C D F): _____

Comments:
