

CITY OF PASCO

CITY MANAGER PERFORMANCE EVALUATION

This form is intended to provide a checklist of key criteria to be used by the City Council in assessing the performance of the City Manager and by the City Manager as an expression of performance expectations.

RATING

1 = Needs Strengthening/Improvement

2 = Meets Expectation

3 = Exceeds Expectation

Each criteria should be rated and any specific comments or observations should be noted in the spaces provided for comments. The Special Projects section should contain the specific objectives selected for the particular performance period (usually annual).

A. ADMINISTRATION:

3 2 1 Managing Human Resources

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Developing and Evaluating Subordinates |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Affirmative Action Compliance |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Developing Coordination Among Subordinates |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Developing Equitable Personnel System |

Comments: _____

3 2 1 Managing Financial Resources

- | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Budget Planning and Preparation |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Budget Execution and Fiscal Soundness |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Concern with Productivity |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cost Effective Manpower Utilization |

Comments: _____

3 2 1 Managing Work Systems and Operations

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ability to Conceptualize Needs of Organization |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ability to Organize Programs to Increase Efficiency and Effectiveness |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Long-term Organizational Planning |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Delivery of Services to the Citizens |

Comments: _____

3 2 1 Managing Information

- Concise and Understandable Written Reports
- Effective Public Contact
- Agenda Preparation
- Verbal Presentations

Comments: _____

B. COMMUNITY RELATIONS

3 2 1

- Accessible
- Participates in Community Activities
- Effective Listener
- Promotes Credibility

Comments: _____

C. COUNCIL RELATIONS

3 2 1

- Accessible
- Communication
- Equity
- Effective Listener

Comments: _____

D. PROFESSIONALISM

3 2 1 Professional Conduct

- Execution of Council Goals and Objectives
- Liaison with Other Agencies
- News Media Relations
- Adherence to High Ethical Standards
- Commitment to Goals of Profession

Comments: _____

E. PERSONAL TRAITS AND INTERPERSONAL SKILLS

3 2 1 Leadership

- Setting a Proper Example
- Inspiring Cooperation
- Delegating Responsibility

Comments: _____

3 2 1 Judgment

- Weighing Facts and Drawing Conclusions
- Using Foresight in Planning
- Making Reliable Decisions as Required
- Common Sense
- Tact and Diplomacy

Comments: _____

3 2 1 Self-Confidence

- Expression of Opinion
- Competitive Spirit
- Poise Under Pressure

Comments: _____

3 2 1 Open-Mindedness

- Flexibility
- Fairness and Impartiality
- Receptiveness to Suggestions

Comments: _____

F. SPECIAL PROJECTS