



# OKLAWAHA COUNTY, FLORIDA

## City/County Manager Performance Evaluation

City/County Manager's Name: \_\_\_\_\_

Council Member/Commissioner's Name: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ to \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

### Evaluation Instructions:

This form shall be completed by each member of the Council/Commission to evaluate the City/County Manager's performance during the evaluation period. Each member of the Board shall sign at the end of the form and forward it to the Human Resources Director.

### Timeline:

- |  |  |
|--|--|
| First regularly scheduled meeting in October:  | <ul style="list-style-type: none"> <li>• Manager presents the Annual Report to the Council/Commission</li> <li>• Chairman distributes the City/County Manager's performance evaluation form</li> </ul>                   |
| Second regularly scheduled meeting in October: | <ul style="list-style-type: none"> <li>• Deadline for completion of the performance evaluation form</li> <li>• Commissioners are encouraged to meet with the manager to individually discuss their evaluation</li> </ul> |
| First regularly scheduled meeting in November: | <ul style="list-style-type: none"> <li>• The compilation of the manager's evaluation and any merit percentage increase recommended by the Chairman are presented for ratification by the Council/Commission</li> </ul>   |



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### Narrative Evaluation:

**1. Does the manager possess sufficient professional skills and expertise to be successful in this organization? Please explain.**

**Response:**

**2. Does the manager maintain a productive and effective relationship with the Council/Commission as well as individual members?**

**Response:**

**3. Does the manager work well with citizens and properly address their concerns? Also, does the manager maintain a collegial relationship with the media?**

**Response:**



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**4. Does the manager understand the ordinances, policies, and procedures of the organization and cause them to be fairly enforced?**

**Response:**

**5. Does the manager maintain cordial and effective relationships with other local, regional, state, and federal government agencies?**

**Response:**

**6. Does the manager effectively recruit, develop, and retain competent personnel?**

**Response:**



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**7. Does the manager ensure that the annual budget meets the operational needs of the organization within the policy direction set by the Board? Is the manager an effective steward of the organization's fiscal resources?**

**Response:**

**8. Does the manager effectively plan for the future needs and direction of the organization? In addition, does the manager promote and maintain a healthy organizational culture?**

**Response:**

**9. Does the manager create a working environment conducive to others' success? Is the manager an effective consensus-builder?**

**Response:**



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**10. What are the manager's strongest personal traits? Are there other personal traits that could be improved to make the manager more effective?**

**Response:**

**11. In your opinion, what are the manager's top successes or achievements during the evaluation period?**

**Response:**

**12. What strengths has the manager demonstrated that have been most helpful to you as a council member/commissioner during the evaluation period? (Feel free to be general or include specific issues or projects which benefited from the manager's leadership.)**

**Response:**



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13. What performance areas would you identify as needing improvement? Why?

Response:

14. What constructive, positive ideas can you offer the manager to enhance performance?

Response:

15. What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

Response:

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_