

City of Ojai

CITY MANAGER PERFORMANCE EVALUATION PROCEDURE

Purpose of Evaluation

The purpose of the performance evaluation process to be conducted by and between the City Council and City Manager are:

1. To strengthen the relationship between the Council and City Manager.
2. To provide a mechanism for regular evaluation.
3. To identify performance objectives for the City Manager
4. To provide feedback to the Manager and identify areas where improvements may be needed.

Frequency

The Council will evaluate the City Manager at least annually. The schedule for the evaluation will be established jointly by the City Council and City Manager.

Evaluation Procedure

The evaluation procedure remains at the will and direction of the City Council and may be modified at any time. In general, the evaluation process will include the following steps.

1. The City Manager will inform the Mayor when the time for an annual evaluation has occurred.
2. The Mayor will ask Council Members to complete the evaluation form prior to an evaluation session.
3. The Mayor may ask the City Manager to complete a self-assessment, including a report on various city operations, issues and matters pertinent to the governance and management of the organization.
4. The Mayor and Council will meet in closed session to discuss the Manager's performance and to assimilate the individual performance evaluations.
5. The Council will conduct a closed session evaluation with the City Manager (and all Council Members) to discuss the Manager's performance, future performance goals and objectives for the Manager, as well as the self-assessment and report prepared by the Manager.
6. If warranted, authorize the implementation of a merit increase in accordance with the City's Personnel Rules and Regulations and the Employment Agreement with the City Manager.
7. Direct that the performance evaluation and any subsequent actions be placed in the City Manager's employee personnel file.

Directions for Completing Form

If the individual completing the form wants to hand write responses and comments, the form can be printed in its "blank" state and completed by hand. If desired, this form can be completed by computer. Use the TAB key to move between form fields, click mouse or strike "x" key to mark boxes. Type any comments.

City of Ojai

CITY MANAGER PERFORMANCE EVALUATION

City Manager:

Date

Evaluation Period From:

To:

Submitted by:

The following pages define significant areas of responsibility for the City Manager position. In each section, examples of performance and responsibility are articulated to better explain each subject heading. Please rate the Manager's performance based on the following categories:

Rating	Performance	Definition
6	Outstanding Far exceeds all expectations	Generally applies to the top 1% of <u>all</u> employees in the workplace. This person's overall skills and abilities far exceed all expectations of the position. Demonstrated strong expertise within key areas of responsibilities. Consistently outstanding results beyond scope of the performance plan over entire period. Anticipates management's needs and executes plans flawlessly
5	Excellent Exceeds all expectations	Generally applies to the top 5-10% of <u>all</u> employees in the workplace. This person's overall skills and abilities greatly exceed the expectations of the position. Demonstrated strong expertise within key areas of responsibilities. Occasionally receives outstanding results beyond scope of the performance plan in some key areas of responsibility over entire performance period.
4	Very Good Meets all expectations	Generally applies to the next 20-25% of employees. Occasionally exceeds performance expectations of the position. Performed the most difficult parts of the job competently and thoroughly. Contributed significant results on their own initiative. Worked with a high level of independence, initiative and concern for the quality of the work or service produced by the organization
3	Good Meets all expectations	Generally applies to 40-50% of employees. Met <u>all</u> expectations of the position, and is competent in the performance of responsibilities.
2	Fair Meets most expectations	Generally applies to 20% of employees. Often failed to meet performance expectations of the position. Performance was generally adequate, but is deficient in one or more key areas, and will require additional training or assistance to fully achieve expectations.
1	Poor Fails to meet most expectations	Generally applies to the bottom 4% of employees. Performance was well below expectations in most areas of responsibility. Serious performance deficiencies that inhibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion or termination of employment.
0	Unsatisfactory Fails to meet all expectations	Generally applies to the bottom 1% of employees. Performance was well below expectations in all areas of responsibility. Serious performance deficiencies that prohibit adequate performance in the position. Employee should be evaluated for continuation of current position, demotion or termination of employment.

I. **MANAGEMENT OF THE ORGANIZATION:** Effectively runs the operations of the organization. Creates a collaborative, team building, environment for staff. Recognizes the accomplishments of staff and other agencies working on behalf of the City. Supports professional growth and opportunity within the organization. Accepts full accountability for staff and the outcome of City projects or decisions. Identifies organizational problems and takes remedial action.

- | | | | | | |
|--------------------------|---------------------------|--------------------------|----------------------|--------------------------|----------------------|
| <input type="checkbox"/> | 6 – Outstanding | <input type="checkbox"/> | 5 – Excellent | <input type="checkbox"/> | 4 - Very Good |
| <input type="checkbox"/> | 3 – Good | <input type="checkbox"/> | 2 – Fair | <input type="checkbox"/> | 1 - Poor |
| <input type="checkbox"/> | 0 - Unsatisfactory | | | | |

Comments:

II. **EXECUTION OF POLICY:** Understands and complies with policies and procedures governing the City. Implements City policy, fairly and consistently, based upon Council decisions, goals, and applicable laws and regulations. Works toward accomplishing identified Council goals. Presents matters in a factual, analytical way. Coordinates Council policy decisions to staff, departments, other organizations and the community.

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|--------------------------|---------------------------|--------------------------|----------------------|--------------------------|----------------------|
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| <input type="checkbox"/> | 3 – Good | <input type="checkbox"/> | 2 – Fair | <input type="checkbox"/> | 1 - Poor |
| <input type="checkbox"/> | 0 - Unsatisfactory | | | | |

Comments:

III. **FINANCIAL MANAGEMENT:** Properly prepares and manages the budget. Demonstrates ingenuity and creativity in approaching budgetary matters, including long-range revenues and expenditures for the organization.

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|--------------------------|---------------------------|--------------------------|----------------------|--------------------------|----------------------|
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| <input type="checkbox"/> | 3 – Good | <input type="checkbox"/> | 2 – Fair | <input type="checkbox"/> | 1 - Poor |
| <input type="checkbox"/> | 0 - Unsatisfactory | | | | |

Comments:

IV. **RELATIONS WITH THE COUNCIL:** Provides regular updates to the Council, keeping them informed about current and critical issues. Makes an effort to be accessible to Council Members. Handles issues that are brought by the Council in a consistent and timely manner. Maintains an honest, truthful and professional relationship with each Councilmember. Keeps a positive attitude and approach to new ideas, issues and complaints raised by Council Members.

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|--------------------------|---------------------------|--------------------------|----------------------|--------------------------|----------------------|
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| <input type="checkbox"/> | 0 - Unsatisfactory | | | | |

Comments:

V. **COMMUNITY RELATIONS:** Makes an effort to understand general community issues and concerns. Remains involved and active in the community. Represents the City well and in a professional and positive manner. Works proactively with the media and press. Works effectively with community organizations including the Chamber of Commerce, County of Ventura, School District and other agencies. Educates the community on City goals and services.

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|--------------------------|---------------------------|--------------------------|----------------------|--------------------------|----------------------|
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| <input type="checkbox"/> | 0 - Unsatisfactory | | | | |

Comments:

VI. **COMMUNICATIONS:** Insures that Council Members receive important information in a timely and effective manner. Presents the Council and community with clear and accurate written reports and correspondence. Responds to correspondence, requests, and complaints, quickly and appropriately. Facilitates open two-way communication and encourages mutual honesty and respect with the community, Council and staff.

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|--------------------------|---------------------------|--------------------------|----------------------|--------------------------|----------------------|
| <input type="checkbox"/> | 6 – Outstanding | <input type="checkbox"/> | 5 – Excellent | <input type="checkbox"/> | 4 - Very Good |
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| <input type="checkbox"/> | 0 - Unsatisfactory | | | | |

Comments:

VII. **LEADERSHIP:** Provides the Council and the organization with real solutions and creative alternatives to issues and problems. Anticipates and responds to issues. Assures that council decisions are thought out, objective, consistent with past practices and are legal and ethical. Makes use of sound administrative practices. Leads the organization through effective management of people and tasks.

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|--------------------------|---------------------------|--------------------------|----------------------|--------------------------|----------------------|
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| <input type="checkbox"/> | 0 - Unsatisfactory | | | | |

Comments:

VIII. **PROFESSIONALISM:** Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards in the organization. Works to keep “politics” and personal perspectives out of the decision making process. Stays active in professional organizations and regional issues.

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|--------------------------|---------------------------|--------------------------|----------------------|--------------------------|----------------------|
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| <input type="checkbox"/> | 0 - Unsatisfactory | | | | |

Comments:

ACHIEVEMENTS: Identify a few of the top achievements or strong points you observed in the City Manager over the past year.

Comments:

OBJECTIVES: List two-to-three performance objectives which you feel are important for the City Manager to work on for the coming year.

Comments: