

**City of Alamosa
Performance Evaluation**

City Clerk

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council and the City Clerk concerning the performance of the City Clerk in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

The City Council shall conduct an annual review and evaluation of the City Clerk's work performance. The results of such evaluation shall commend areas of good performance and point out areas for improvement. The evaluation may also serve as a means of establishing goals for the coming year. It shall also be the basis for compensation decisions.

1. Evaluation forms are distributed to all Council members.
2. The City Clerk prepares a memorandum to the Council including his/her self-evaluation in a narrative format.
3. Each council member completes the form, signs, dates and returns to the Mayor.
4. The Mayor tabulates the results of the evaluation forms. The Mayor will summarize the results of the evaluation forms as submitted.
5. A composite evaluation form and the City Clerk's self-evaluation is distributed to the Council prior to the executive session evaluation meeting.
6. The Council meets with the City Clerk in executive session to review the evaluation, unless the City Clerk requests an open meeting.

INSTRUCTIONS

Review the City Clerk's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the City Clerk and concentrate on one factor at a time.

Evaluate the City Clerk on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below. If you did not have an opportunity to observe a factor during this evaluation period, please indicate so in the "N/O" column next to the factor.

City Clerk Performance Evaluation

Date:

Rating Scale Definitions (1-5)

- Unsatisfactory (1) The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level can not be allowed to continue.

- Improvement (2)
Needed The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

- Meets Job (3)
Standard The employee's work performance consistently meets the standards of the position.

- Exceeds Job (4)
Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.

- Outstanding (5) The employee's work performance is consistently excellent when compared to the standards of the job.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1. Council Support	1	2	3	4	5	N/O
A. Preparing/distributing meeting agenda packet, facilitating room arrangements.						
B. Advising Council within areas of expertise to facilitate Council decisions						

Comments:

2. Liquor Licensing	1	2	3	4	5	N/O
A. Recommends liquor licensing actions to Council						
B. Acts as liaison between liquor applicants/licensees and Council and provides administrative assistance for both						
C. Maintains an effective working relationship with the Colorado Division of Liquor Enforcement						
D. Stays abreast of and understands changing laws governing this issue.						

Comments:

3. Human Resources/Personnel	1	2	3	4	5	N/O
A. Works effectively with the City Manager in the Charter-specified role of Personnel Assistant						
B. Has a working understanding of employment law as it relates to public employers and is able to apply it appropriately						
C. Ensures that HR policies, procedures, and actions are in legal compliance and applied in an appropriate manner						
D. Acts as Plan Administrator for the employee health plan						
E. Maintains compliance and effectiveness of all employee benefits, except payroll-related benefits						
F. Maintains personnel files, ensuring protection and accessibility as appropriate						
G. Facilitates in-and-out processing of employees						

Comments:

4. Elections	1	2	3	4	5	N/O
A. Is an effective municipal Election Officer and works well with the County Clerk in carrying out coordinated elections						
B. Has a working understanding of both Title 31 and Title 1 election law, and is able to apply it appropriately						
C. Communicates well with candidates, including orientation, follow-up training, and financial reporting requirements						

Comments:

5. Municipal Court Administration	1	2	3	4	5	N/O
A. Creates and implements effective policy for the administration of the Court						
B. Has a working understanding of laws affecting municipal courts, and is able to apply it appropriately						
C. Ensures that the Court meets a high standard of customer service						

Comments:

6. Records Management	1	2	3	4	5	N/O
A. Facilitates open access to public records.						
B. Maintains records in accordance with approved retention schedule, including the destruction process						
C. Uses available technology to improve effectiveness of retrieval and access, and searches out opportunities to improve as technology evolves						
D. Understands and implements applicable laws on this subject						

Comments:

7. Fiscal Management	1	2	3	4	5	N/O
A. Prepares realistic and adequate budget for three divisions						
B. Is effective in working toward conserving budgetary resources						

Comments:

8. Communication	1	2	3	4	5	N/O
A. Oral communication is clear, concise and articulate						
B. Written communications are clear, concise and accurate.						
C. Effectively manages subordinates and works well with management peers						

Comments:

9. Personal Traits	1	2	3	4	5	N/O
A. Initiative						
B. Judgment						
C. Fairness and impartiality						
D. Creativity						

Comments:

II. ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS EVALUATION PERIOD:

Comments:

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

- Unsatisfactory___
- Improvement Needed___
- Meets Job Standards___
- Exceeds Job Standards___
- Outstanding___

Comments:

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period:

Goal 1:

Goal 2:

Goal 3:

This evaluation has been reviewed and discussed between the City Council and the City clerk on _____

City Council

Concurrence

Mayor Kathy Rogers

YES NO

Josef Lucero

YES NO

Marcia Tuggle

YES NO

Greg Gillaspie

YES NO

Rusty Johnson

YES NO

Charles Griego

YES NO

Leland Romero

YES NO

**Judy Egbert
City Clerk**

**Next Evaluation Date
July 2011**