



RESOLUTION 2016-061

ADOPTING PROTOCOL AND AN EVALUATION DOCUMENT CONTAINING CRITERIA FOR THE REVIEW AND EVALUATION OF THE CITY RECORDER'S JOB PERFORMANCE AND DESCRIBING PROCESS FOR OBTAINING STAFF ASSESSMENT OF RECORDER'S PERFORMANCE

WHEREAS, the Sherwood City Council wishes to adopt a set of criteria to assist it and the City Recorder in evaluating the City Recorder's job performance;

WHEREAS, Exhibit "A" attached to this resolution is a document which contains the criteria the Council wishes to use in performing its evaluation; and

WHEREAS, Council believes it necessary and appropriate for review and evaluation of the City Recorder to obtain input from senior staff concerning their perceptions of the City Recorder's performance.

NOW THEREFORE BASED ON THE FOREGOING, the City of Sherwood hereby resolves as follows:

- Section 1.** Exhibit "A" is hereby established as the City's evaluative device for assessing the City Recorder's job performance. The Mayor and Council President may, if they choose, delegate their duties described in Exhibit "A" to the City Attorney's Office.
- Section 2.** The terms of this resolution shall be and are effective as of the date of the adoption of this resolution by City Council.

Duly passed by the City Council this 4th day of October 2016.

Krisanna Clark, Mayor

Attest:

Sylvia Murphy, MMC, City Recorder



**CITY OF SHERWOOD
PERFORMANCE EVALUATION
CITY RECORDER**

PURPOSE

The purpose of the City Recorder's employee performance evaluation is to ensure communication between the City Council and City Recorder concerning the City Recorder's performance relative to his/her assigned duties and responsibilities as well as establishment of specific work-related goals and objectives.

PROCESS

The Sherwood City Council will conduct a review and evaluation of the City Recorder's work performance at least annually.

1. The City Recorder prepares a memorandum to Council including his/her self-evaluation using the same performance evaluation form given to Council.
2. A confidential copy of the memorandum and self-evaluation will be distributed to Council members.
3. Senior Staff will be offered the chance, using the same performance evaluation form given to Council, to provide Council with their collective and individualized observations/perceptions on the City Recorder's performance. These observations/perceptions will be treated as confidential and provided to the City Attorney's Office for that Office's compilation, summarization and transmittal to Council.
4. Electronic Evaluation forms to be used by Council members will be distributed by the City Attorney's Office.
5. Each council member will complete the online or paper form, if requested, and return it to the Mayor and Council President. The Mayor and Council President will tabulate and summarize the results of the evaluation forms as submitted and create a compiled evaluation. The Mayor and Council President can elect to have the City Attorney's Office complete this task.
6. Prior to the executive session the composite evaluation, memorandum, and self-evaluation will be distributed to Council in confidential documents.

7. The Mayor and council members will meet in executive session with the City Recorder to discuss his/her compiled evaluation.
8. After the City Recorder is dismissed the Mayor and Council will discuss the performance of the City Recorder in executive session.
9. The City Council will meet with the City Recorder in executive session to review the evaluation and performance, unless the City Recorder requests an open meeting.
10. The Mayor will schedule a City Council meeting to adopt a resolution approving the final performance evaluation.
11. The Mayor will schedule a work session or Council agenda item if compensation or contract changes are desired by Council.

INSTRUCTIONS

Review the City Recorder's work performance for the entire period under review; refrain from basing the evaluation solely on recent events or isolated incidents. Disregard your general impressions concentrating instead on each factor, one at a time. Evaluate based on standards you expect to be met for the position giving due consideration for the length of time he/she has held it. Check the number which most accurately reflects the level of performance for the factor being appraised using the rating scale described below. If you did not have an opportunity to observe a factor during the evaluation period, indicate so in the N/O column next to the factor.

CITY RECORDER PERFORMANCE EVALUATION

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 cannot be allowed to continue.

Improvement Needed (2)

The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance.

Meets Job Standards (3)

The employee's work performance consistently meets the standards of the position.

Exceeds Job Standards (4)

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.

N/O

No Opinion.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1. City Recorder Profile

A. Exhibits professionalism, integrity, and high ethical standards	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
B. Approachable, positive, motivated self-starter	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
C. Receptive to new ideas and change, exhibits follow through	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
D. Takes innovative realistic approach to problem solving, decision making and goal achievement	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
E. Communicates clearly and effectively verbally and in writing	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
F. Strives for continued professional growth and development	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>

Comments:

2. Performance Skills, Knowledge and Responsibilities

A. Serves as City Elections Official	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
B. Serves as Custodian of City Records	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
C. Serves as a member of the City's Senior Management Team	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
D. Responsible for production of City Council meeting materials, public noticing as required by City and State laws, coordination of professional public meetings	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
E. Manages Municipal Code, responsible for codification of City Ordinances	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
F. Strong overall knowledge of City process, City Code and governing policies	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
G. Supports Council approved policies and programs	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
H. Reports to Council on a regular basis, accepts directions and	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>

instructions	
I. Prepares department budget, exercises fiscal responsibility	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
J. Effectively handles citizens communications, complaints and issues	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
K. Promotes transparency of City Council and public information	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
L. Educates public on City processes and policies	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
M. Promotes positive City image	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
N. Maintains contact and good working relationship with community groups, other government entities and media representatives	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
O. Attends all Council meetings unless excused by the Mayor and City Council	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
P. Administers and enforces adopted legislation	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
Q. Continually strives to create programs that create healthy community relationships	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>
R. Performs all administrative functions for the City Council and other duties as assigned.	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/O <input type="checkbox"/>

Comments: