

RESOLUTION NO. 837

A RESOLUTION ESTABLISHING THE CRITERIA AND PROCESS TO BE USED BY THE STAYTON CITY COUNCIL IN THEIR ANNUAL EVALUATION OF THE CITY ADMINISTRATOR.

WHEREAS, the Stayton City Council wishes to establish criteria to evaluate the City Administrator in May of each year.

NOW, THEREFORE,

BE IT RESOLVED that: 1) The attached evaluation criteria and process is hereby adopted; and 2) Resolution 694 is hereby repealed.


This Resolution shall become effective upon adoption by the Stayton City Council on May 04, 2009.

ADOPTED BY THE STAYTON CITY COUNCIL this 4th day of May, 2009.

CITY OF STAYTON

Signed: MAY 5, 2009

By:



Gerry Aboud, Mayor

Signed: 5/5, 2009

ATTEST:


Don Eubank, City Administrator

APPROVED AS TO FORM:


David A. Rhoten, City Attorney

ATTACHMENT "A"
Resolution No.837

CITY OF STAYTON
CITY ADMINISTRATOR EVALUATION
SCORING EXPLANATION

I. OBJECTIVES

- A. Qualitatively measure the Administrator's performance.
- B. Assist the Administrator by providing direction and by identifying the Council's expectations.
- C. Identify and re-establish the Council/Administrator roles.
- D. Identify and reinforce positive aspects of the Administrator's performance.

II. EVALUATION PROCESS

- A. Blank evaluation sheets provided to Mayor and Council members.
- B. Mayor and Council members complete evaluation sheets, including comments if desired.
- C. Mayor or Council President receives all worksheets, papers, and notes prepared by the Mayor and individual Council members. The Mayor or Council President will prepare a composite evaluation. These documents shall be available to council members upon request. Mayor shall collect all documents prior to everyone leaving the meeting at which the evaluation is reviewed.
- D. Within two (2) weeks, Administrator meets with Mayor and Council to discuss evaluate and compare composite evaluation. Composite evaluation may be modified based upon input from Administrator. Evaluation finalized in duplicate: 1 copy for personnel file; 1 copy for Administrator. The Mayor and individual Council members shall subsequently have free access to the personnel file copy.
- E. Follow-up scheduled within ninety (90) days to review progress on areas identified as needing improvement.

III. EVALUATION RATING

The numerical rating (1 to 5) is an effort to quantify opinions and judgments about a specific management responsibility or skill and/or a personal/interpersonal skill. While admittedly subjective, it suggests a useful emphasis or relative degree of acceptability.

Ratings: 5. "Exceeds Standard;" 4. "Very Satisfactory;" 3. "Satisfactory;" 2. "Below Standard" and 1 indicates "Unsatisfactory." The N/O represents "no opinion" or "no observation" of performance or behavior.

CITY ADMINISTRATOR EVALUATION FORM

(REVISED: May 2009)

Please rate City Administrator **in the following categories**
from 1 to 5, with number 1 as the lowest (Unsatisfactory) and number 5 as the highest
(Exceeds Standard) rating.

1. LEADERSHIP - Is the Administrator fair, and does he/she provided guidance and counseling to associates and employees? Does the Administrator have integrity and is he/she dedicated and dependable? Does the Administrator understand the political implications of actions, both of self and organization and does this develop trust in public and the organization?

1 2 3 4 5 N/O

COMMENTS/EXAMPLES:

2. PLANNING/ORGANIZATION – Does the Administrator plan, organize, and execute all approved Council Policies, Goals/Programs, and his/her day-to-day responsibilities in an efficient manner? (Prior to the evaluation, the Administrator will provide the evaluators a list of Project Accomplishments for the current evaluation period)

1 2 3 4 5 N/O

COMMENTS/EXAMPLES:

3. EMPLOYEE GUIDANCE - Does the Administrator supervise effectively all personnel who report to him/her? Does the Administrator provide sufficient opportunity for training for their personal/professional development? Does the Administrator demonstrate sufficient care and concern about employees needs? Does the Administrator recognize employee limitations and use coaching and delegation to encourage improvement? When necessary does the Administrator take corrective action promptly?

1 2 3 4 5 N/O

COMMENTS/EXAMPLES:

4. TECHNICAL COMPETENCY/PERSONAL DEVELOPMENT – Does the Administrator understand the technical aspects of job assignments and is he/she competent? Does the Administrator use technology where appropriate? Does the Administrator allow time for and pursue career development and job skills training? Does the Administrator recognize personal limitations and seek coaching and training opportunities to enable improvement? Does the Administrator take advantage of training and development relevant to position?

1 2 3 4 5 N/O

COMMENTS/EXAMPLES:

5. FISCAL RESPONSIBILITY – Is the Administrator able to develop budgets and manage them within established parameters to meet Council Goals? Does the Administrator monitor current revenue and expenditures, and forecasts future revenue and expenditures? Does the Administrator follow purchasing rules and finance policies and establish this standard throughout all city departments? Does the Administrator monitor use of resources to ensure cost-effectiveness?

1 2 3 4 5 N/O

COMMENTS/EXAMPLES:

6. CUSTOMER SERVICE – Does the Administrator provide timely, professional, accurate, and complete responses to internal, as well as external customer inquiries or requests? Is the Administrator on time at meetings and/or appointments? Does the

Administrator show creativity and flexibility in meeting customer needs? Administrator monitor customer satisfaction, service and effectiveness? Is Administrator positive and helpful?

1 2 3 4 5 N/O

COMMENTS/EXAMPLES:

7. RELATIONSHIP WITH COMMUNITY – Is the Administrator involved in the community and various activities and is he/she visible? Does the Administrator project an open, solid and competent image of the City? Does the Administrator resolve citizen issues consistent with council policy in a timely manner and report the same to the council?

1 2 3 4 5 N/O

COMMENTS/EXAMPLES

8. RELATIONSHIP WITH THE COUNCIL - Does the Administrator communicate with the council open and honestly, both in writing and in person and are these communications useful, objective and supportive of the council member's roles? Does the Administrator keep the City Council informed appropriately?

1 2 3 4 5 N/O

COMMENTS/EXAMPLES:

Total Score _____

9. OVERALL EVALUATION COMMENTS

A. Specific accomplishments for the past year: (List attached as mentioned in 2. PLANNING/ORGANIZATION)

B. Improvement Areas:

C. Goals and Objectives for next year:

10. ACKNOWLEDGMENTS

A. Administrator Comments:

Date: _____ **By:** _____
Administrator's Signature

B. Mayor's Comments:

Date: _____ **By:** _____
Mayor's Signature

CITY ADMINISTRATOR EVALUATION SCORE SHEET

EVALUATOR'S INITIALS							Total	Average
1. LEADERSHIP								
2. PLANNING/ORGANIZATION								
3. EMPLOYEE GUIDANCE								
4. TECHNICAL COMPETENCY								
5. FISCAL RESPONSIBILITY								
6. CUSTOMER SERVICE								
7. RELATIONSHIP WITH COMMUNITY								
8. RELATIONSHIP WITH COUNCIL								
						TOTAL SCORE:		
						MAXIMUM SCORE:	240	