

CITY MANAGER EVALUATION

Rater Name: _____

Date: _____

INSTRUCTIONS

Please provide ratings where indicated below for duties specified by the City's Charter.

1. Appoints, retains, suspends or removes any or all city employees and administrative officers.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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2. Directs and supervises the administration of all departments.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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3. Attends commission meetings and takes part in discussions.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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4. Sees that all laws, provisions of this Charter and acts of the commission are faithfully executed.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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5. Prepares and submits the annual budget and capital program.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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6. Submits reports on the finances and administrative activities of the city.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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7. Makes such other reports as the commission may require.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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8. Keeps the commission advised as to the financial condition and future needs of the city.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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9. Purchases supplies and noncapital equipment and contracts for repairs and improvements.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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10. Contracts for the construction of public improvements.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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11. Signs contracts on behalf of the city.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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12. Performs such other duties as are specified in this Charter, by law or as required by the commission.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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Please provide ratings where indicated below for general City Manager leadership based questions.

13. Respects the pressures of public office.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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14. Knows the issues and priorities of governing body members.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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15. Keeps senior staff members informed about governing body issues.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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16. Provides thorough, reliable, and timely information to support decision making.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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17. Establishes procedures for elected officials' interactions with staff.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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18. Effectively handles citizen/City Commission concerns.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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19. Schedules opportunities for interactions and communication with elected officials.

Outstanding <input type="checkbox"/>	Exceeds Expectations <input type="checkbox"/>	Satisfactory <input type="checkbox"/>	Needs Improvement <input type="checkbox"/>	Unsatisfactory <input type="checkbox"/>
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Please provide any additional comments below.

COMMENTS:

