

A BILL FOR AN ORDINANCE ADOPTING) ORDINANCE BILL NO. 855
STANDARDS, CRITERIA AND POLICY)
DIRECTIVES FOR THE REVIEW AND)
EVALUATION OF THE EMPLOYMENT-) FOR 1989
RELATED PERFORMANCE OF THE CITY)
ADMINISTRATOR, AND DECLARING AN) ORDINANCE NO. 2052
EMERGENCY.)

WHEREAS, the Lebanon City Council on the 25th day of March, 1987, adopted an Ordinance pertaining to standards, criteria and policy directives for the review and evaluation of the employment-related performance of the City Administrator; and

WHEREAS, the Lebanon City Council has determined that changes should be made in the format of the performance and development appraisal of the City Administrator; and

WHEREAS, this proposed Ordinance was placed on the agenda for the regularly scheduled City Council meeting on April 26, 1989, with the opportunity for public comments;

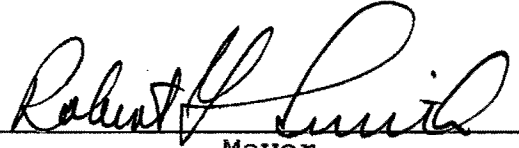
NOW, THEREFORE, THE PEOPLE OF THE CITY OF LEBANON DO ORDAIN AS FOLLOWS:

Section 1. The procedure, standards, criteria and policy directives to be used in evaluating the City Administrator's performance and development shall be as set forth in attached Exhibit A, incorporated herein by reference.

Section 2. Public notice is hereby given of the executive sessions to be held pursuant to the contents of Exhibit A.

Section 3. It is necessary for the peace, health, safety, comfort and convenience of the people of the City of Lebanon that this Ordinance have immediate effect. Therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect immediately upon its passage and approval.

Passed by the Council of the City of Lebanon by vote of
6 for and 0 against and approved by the Mayor this
26th day of April, 1989.



Mayor

ATTEST:


City Administrator

**PERFORMANCE AND DEVELOPMENT APPRAISAL
FOR
CITY ADMINISTRATOR**

EVALUATION CRITERIA

- E = Excellent = Consistently exceeds the expected level of performance.
- G = Good = Consistently fulfills the requirements of the job and occasionally performs beyond expectations.
- S = Satisfactory = Normally fulfills the requirements of the job.
- U = Unsatisfactory = Occasionally or consistently fails to fulfill the requirements of the job.

A space for individual comments has been provided with each rating. Please be specific in your comments by citing an example of why a particular rating was chosen. These comments will provide specific points for discussion in the evaluation session.

Upon completion of the form, please sign and return it to the Mayor.

ADMINISTRATIVE/MANAGERIAL RESPONSIBILITIES

1. **MANAGERIAL DECISIONS:** Independently recognizes problems, develops relevant facts, formulates alternative solutions, and decides on appropriate conclusions.

- * Ability to reach timely decisions and initiates action, but not be compulsive.
- * Ability to resolve problems under strained and unpleasant conditions.
- * Uses common sense, tact, and diplomacy.
- * Fairness and impartiality.
- * Flexibility and receptive to suggestions.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

Performance and Development Appraisal
City Administrator

2. ORGANIZATIONAL MANAGEMENT: The ability to plan, organize, and follow through.

- * Selecting, leading, directing, and developing staff using available talent to get the job done.
- * Accepted readily as a leader of the City by setting the proper example.
- * Inspiring cooperation and delegating responsibility.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

3. PROFESSIONALISM: Adhere to high professional ethical standards.

- * Trustworthiness in maintaining confidences.
- * Takes a consistent position with different audiences.
- * Maintains respect of the Mayor and City Council.
- * Fulfills requirement of City Charter.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

4. LEADERSHIP: Ability to take charge, to direct, and coordinate the activities of others.

- * To maintain control of situations and others.
- * To achieve results through delegation and follow-up; to motivate others in accomplishing tasks and goals.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

Performance and Development Appraisal
City Administrator

5. PERCEPTION: Ability to identify, assimilate, and comprehend the critical elements of a situation.

- * To interpret implications of alternative courses of action and to evaluate factors essential to a problem situation.

Excellent ___ Good ___ Satisfactory ___ Unsatisfactory ___

COMMENTS: _____

6. DECISION MAKING: Ability to use logical and sound judgment in use of resources, determining courses of action, and defining solutions to problems.

Excellent ___ Good ___ Satisfactory ___ Unsatisfactory ___

COMMENTS: _____

7. INTERPERSONAL SENSITIVITY: Ability to be sensitive and perceive the needs and feelings of others.

- * To deal effectively with others regardless of status and positions.
- * To accept interpersonal differences and develop rapport with others.
- * Ability to be politically sensitive.

Excellent ___ Good ___ Satisfactory ___ Unsatisfactory ___

COMMENTS: _____

Performance and Development Appraisal
City Administrator

COUNCIL/MANAGER RELATIONSHIP

1. IMPLEMENTATION OF COUNCIL POLICY

- * Administers daily operations consistent with Council policy.
- * Consistent with Council's long range goals.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

2. COMMUNICATIONS/INFORMATION

- * Channels information in a timely manner between Council and staff, both formally and informally.
- * Maintains close communications with Council and Mayor.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

3. MAINTAIN POSITIVE IMAGE FOR CITY

- * Selects and delegates public presentations to appropriate staff.
- * Represents City with positive outlook.
- * Available and visible to citizens.
- * Represents City to intergovernmental bodies.
- * Media contact/relations.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

Performance and Development Appraisal
City Administrator

4. CITIZEN COMPLAINTS

- * Resolves citizen complaints consistent with Council policy and in a timely manner.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

5. COUNCIL DECISION MAKING

- * City Administrator participates in discussion.
- * Staff reports offer policy alternatives with implications on issues.
- * Staff reports offer clear, concise recommendations.
- * City Administrator is familiar with staff reports.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

6. COUNCIL EVALUATION/FEEDBACK

- * City Administrator provides feedback to the Council on its performance as a group and individually.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

Performance and Development Appraisal
City Administrator

7. FORESIGHT/VISION

* City Administrator maintains the long-term view for the City in national, state, county, and local affairs.

Excellent ____ Good ____ Satisfactory ____ Unsatisfactory ____

COMMENTS: _____

SALARY ADJUSTMENT

1. Based on your appraisal of the Administrator's performance, do you recommend a salary increase?

_____ Yes _____ No

If no, please comment, why not:

If yes, what information would you like to have used to determine the appropriate increase:

