



RESOLUTION 2009-086

A RESOLUTION ADOPTING CRITERIA TO BE USED IN THE ANNUAL PERFORMANCE EVALUATION OF THE CITY RECORDER

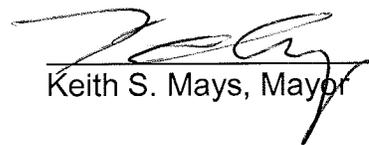
WHEREAS, Sherwood City Council wishes to adopt Evaluation Criteria to be used in the City Recorders annual reviews; and

WHEREAS, The City Council desires to establish a process for reviewing and evaluating the City Recorders performance; and

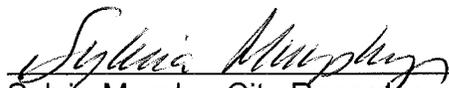
NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

Section 1: The Sherwood City Council shall adopt the attached criteria, Exhibit A to be used in the annual evaluation process for the City Recorder.

Duly passed by the City Council this 1st day of December 2009.


Keith S. Mays, Mayor

ATTEST:


Sylvia Murphy, City Recorder

City Recorder Evaluation Criteria November 2009

City Recorder Profile

1. Exhibits professionalism, integrity, high ethical standards
2. Approachable, positive, motivated self starter
3. Receptive to new ideas and change, exhibits follow through
4. Takes innovative realistic approach to problem solving, decision making and goal achievement
5. Communicates clearly and effectively verbally and in writing
6. Strives for continued professional growth and development

Performance Skills, Knowledge and Responsibilities

1. Serves as City Elections Official
2. Serves as Custodian of City Records
3. Serves as a member of the City's Senior Management Team
4. Responsible for production of City Council meeting materials, public noticing as required by City and State laws, coordination of professional public meetings
5. Manages Municipal Code, responsible for codification of City Ordinances
6. Strong overall knowledge of City process, City Code and governing policies
7. Supports Council approved policies and programs
8. Reports to Council on a regular basis, accepts directions and instructions
9. Prepares department budget, exercises fiscal responsibility
10. Effectively handles citizens communications, complaints and issues
11. Promotes transparency of City Council and public information
12. Educates public on City processes and policies
13. Promotes positive City image
14. Maintains contact and good working relationship with community groups, other government entities and media representatives
15. Attends all Council meetings unless excused by the Mayor and City Council
16. Administers and enforces adopted legislation
17. Continually strives to create programs that create healthy community relationships
18. Performs all administrative functions for the City Council and other duties as assigned