



RESOLUTION 2015-085

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

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. Senior Staff will be offered the chance, utilizing criteria described in Exhibit "A", to provide Council with their collective and individualized observations/perceptions on the City Recorder's performance.

Section 3. The observations described in Section 2 will be treated as confidential and provided to the City Attorney's Office for that Office's compilation, summarization and transmittal to Council.

Section 4. 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 17th day of November, 2015.


Krisanna Clark, Mayor

Attest:


Sylvia Murphy, MMC City Recorder

EXHIBIT A



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. Evaluation forms to be used by Council members will be distributed to the Council members and will include a self-evaluation from the City Recorder.
2. Each Council member will complete the form and return it to the Mayor who then, along with the Council President will tabulate and summarize the results of the evaluation forms as submitted.
3. The Mayor's/Council President's summarized and tabulated evaluation form along with the City Recorder's self-evaluation are then distributed to the Council members when they meet with the Recorder in executive session to review the evaluation unless the Recorder requests the review be done in open session.

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.

EXHIBIT A

**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.

EXHIBIT A

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.