

CITY OF VENICE

Date Sent: May 1, 2008

Return by: July 1, 2008

**CITY MANAGER
ANNUAL PERFORMANCE APPRAISAL**

City Manager's Name: **MARTIN BLACK**

JOB PERFORMANCE RATINGS

E=Excellent

FS=Fully Satisfactory

S=Satisfactory

U=Unsatisfactory

ADMINISTRATION AND ORGANIZATIONAL MANAGEMENT:

The ability to structure the organization, and plan and organize its work in such a way as to effectively and efficiently meet the municipal service needs of the citizens, and carry out the goals and policies adopted by the City Council.

Rating:_____ Comments:_____

BUDGETING AND FINANCIAL MANAGEMENT:

The ability to plan, present, control and facilitate operating and capital budgets which realistically meet the City's needs within its ability to pay.

Rating:_____ Comments:_____

POLICY AND PROGRAM DEVELOPMENT:

Demonstrates the ability to recommend and assist the City Council in the development of specific, successful policies and programs which will implement the City's goals and objectives.

Rating:_____ Comments:_____

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LONG RANGE PLANNING:

Demonstrates the ability to anticipate accurately the future environment, needs and problems of the City, recommending policy options and adopting management procedures which will enable the City to respond appropriately to that future scenario.

Rating: _____ Comments: _____

STRATEGIC OBJECTIVES:

Demonstrates the ability to implement and achieve strategic objectives as set from time to time by the City Council.

Rating: _____ Comments: _____

SHORT TERM GOALS:

Demonstrates the ability to set and accomplish realistic and practical goals for the next fiscal year, both for his own department and for all other applicable departments/operations of the City under his authority.

Rating: _____ Comments: _____

EMPLOYEE RELATIONS AND STAFF DEVELOPMENT:

Demonstrates the ability to (as the need arises) recruit and retain high quality personnel for City employment, to set a high standard of performance for City employees, and to foster a sense of commitment to providing a high level of public service to the citizens. Coupled with this is the ability to analyze staff development needs for key personnel, expanding their management capabilities through staff development and training.

Rating: _____ Comments: _____

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S=Satisfactory

U=Unsatisfactory

ETHICS AND INTEGRITY:

Conducts self in accordance with the ethical standards of the office of Charter Officer.

Rating: _____ Comments: _____

COMMUNICATION SKILLS:

Demonstrates effective oral and written communication skills, conveying ideas and information in a manner that is clear and concise and well organized.

Rating: _____ Comments _____

INTERACTION WITH THE PUBLIC:

Displays ability to effectively represent the City and its policies to citizens and citizen groups, both collectively and individually.

Rating: _____ Comments: _____

INTERACTION WITH PRESS AND MEDIA:

Maintains a constructive relationship with the press and media.

Rating: _____ Comments: _____

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INTERACTION WITH MAYOR AND COUNCIL:

Maintains an open and trusting relationship with Council members, both collectively and individually, and responds to their concerns in an effective and timely manner. Plays a supportive role to the Mayor and Council in their responsibilities as elected officials, without getting involved in partisan politics.

Rating:_____ Comments:_____

INTERACTION WITH INTERGOVERNMENTAL AND PROFESSIONAL AGENCIES:

Works effectively with policy makers at the federal, state and county levels, and amicably facilitates solutions for community problems, while strongly representing the interests of the City of Venice. Fosters a high level of respect for the City of Venice. Enjoys a favorable personal reputation among fellow municipal management professionals and takes an active leadership role in professional organizations.

Rating:_____ Comments:_____

INTERACTION WITH CHARTER OFFICERS AND DEPARTMENT DIRECTORS:

Establishes and maintains a positive working relationship with other City Charter Officers, displaying support and concern for their role in City government.

Rating:_____ Comments:_____

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U=Unsatisfactory

PERSONAL CHARACTERISTICS:

Maintains a high level of personal direction, manages stress effectively, maintains a healthy tolerance for the uncertainties which are inherent in municipal management. Demonstrates a friendly and supportive attitude toward others, encouraging them to seek guidance in resolving problems related to the City organization.

Rating:_____ Comments:_____

MOST SIGNIFICANT ASSET(S): (Attach additional page if needed)

What do you feel are some of the strongest points, finest accomplishments and strongest leadership traits demonstrated by the City Manager?

DEVELOPMENTAL AREA(S):

What areas of the City Manager's performance do you feel need growth and development? Why? Do you have suggestions as to how the City Manager can improve in these areas?

PERFORMANCE LEVELS:

Excellent (E)

A Charter Officer who receives this rating consistently demonstrates effective performance above and beyond the normal expected level of achievement. Performance is seen as strong. This rating is difficult to achieve and will need justification that will signify exceptional performance.

Fully Satisfactory (FS)

A Charter Officer who receives this rating demonstrates a satisfactory and expected level of performance. Performance meets the job requirements and standards.

Satisfactory (S)

A Charter Officer who receives this rating demonstrates a satisfactory level of performance. Performance meets the job requirements and standards but does not meet all the standards all the time and may need developmental guidance in one to two areas.

Unsatisfactory (U)

A Charter Officer who receives this rating does not consistently meet job requirements. Therefore, improvement is necessary to reach the expected level, and the elected official should consider suggestions to enhance the officer's performance. Immediate improvement in this area is required. In order to be constructive, indicate specific incidents/examples for justification rather than making general, vague statements based strictly on personal feelings. required.

CIRCLE RATING LETTERS FOR EACH ITEM BELOW:

Administration and Organizational Management	E	FS	S	U
Budgeting and Financial Management	E	FS	S	U
Policy and Program Development	E	FS	S	U
Long Range Planning	E	FS	S	U
Strategic Objectives	E	FS	S	U
Short Term Goals	E	FS	S	U
Employee Relations and Staff Development	E	FS	S	U
Ethics and Integrity	E	FS	S	U
Communication Skills	E	FS	S	U
Interaction with Public	E	FS	S	U
Interaction with Press and Media	E	FS	S	U
Interaction with Mayor and Council	E	FS	S	U
Interaction with Intergovernmental & Professional Agencies	E	FS	S	U
Interaction with Charter Officers & Department Directors	E	FS	S	U
Personal Characteristics	<u>E</u>	<u>FS</u>	<u>S</u>	<u>U</u>

TOTALS:

SIGNATURES:

City Manager

Date

Council Member

Date

FOR ADMINISTRATIVE SERVICES DEPARTMENT USE:

Administrative Services Director

Date

Copies distributed _____