City of Madeira Beach
Office of the City Clerk

300 Municipal Drive
Madeira Beach, FL 33708

Date:	September 13, 2016
To:	Mayor Palladeno, Vice-Mayor Ghovaee, Commissioner Lister, Commissioner Hodges, Commissioner Poe
From:	Nick Lewis, Administrative Support Specialist
Subject:	City Clerk Yearly Performance Evaluation

This item is a yearly occurrence in which the Board of Commissioners is able to provide a performance evaluation for the City Clerk position. According to the City Charter, Section 6.1, the City Clerk is considered a "Charter Officer", and as a Charter Officer, reports directly to the Board of Commissioners.

Each member of the Board has received an Employee Performance Evaluation to fill out. Please consider her performance over the last year and return the completed forms by Thursday, **October 6th at 12:00 p.m**.

The results will then be reviewed during the **October 11th Regular BOC Meeting**.

You may also schedule time with the City Clerk at any time before the evaluation is due to go over anything you'd like regarding the evaluation.

Attachment(s): Employee Performance Evaluation Form

Agenda Item: _____

"Without continual growth and progress, such words as improvement, achievement, and success have no meaning."
-Benjamin Franklin

PERFORMANCE EVALUATION

OPERATIONAL MANAGEMENT
PROFESSIONAL/TECHNICAL

NAME:	Aimee Servedio	**EVALUATOR:**	Board of Commissioners
POSITION:	City Clerk (Charter Officer)	**TYPE:**	Annual Evaluation
DEPARTMENT:	Office of the City Clerk	**PERIOD RATED:**	10/01/2015 to 09/30/2016

EXCEEDS STANDARDS (E/S): Approaches the job with excitement, devotion, enthusiasm, curiosity; caring about results and enjoying coming to work. Looks for problems or situations that need to be addressed and addresses them; takes steps to ensure that problems do not recur. Excels in all responsibilities of position; volunteers for additional assignments on a regular basis; requires little or no supervision.

MEETS STANDARDS (M/S): Routinely completes assignments in accordance with established policy and procedures; accomplishing assigned tasks at an adequate level; carries out his/her part of the job; employee supports teamwork and departmental goals; requires normal supervision.

NEEDS IMPROVEMENT (N/I): Requires direct supervision to achieve satisfactory work; does not pull his/her weight in team assignments; does not help the team to complete the task; makes too many errors in completing the tasks; errors are consistent to the point where work would not be completed without assistance from others; has the ability to perform tasks buy does not exert enough effort to perform them properly, or makes the effort to perform tasks, but lacks necessary knowledge or skills; requires close and constant supervision.

Professional Attributes:	**N/I**	**M/S**	**E/S**
COMPETENCE: The employee possesses the essential knowledge, abilities, attitudes, skills, and habits to get the job done well.			
PROFESSIONALISM: Conducting oneself according to all the City's values and performing one's responsibility to the highest performance standards.			
TIME MANAGEMENT: The employee is able to prioritize and organize tasks in order to most efficiently and effectively complete them in the appropriate time frame.			
INITIATIVE: The employee demonstrates the ability to begin or follow through with a plan or task.			
PROBLEM-SOLVING: The employee is able to identify and handle daily problems, analyzing applicable data, and generating workable solutions.			
INTEGRITY: The employee adheres to high ethical principles; saying and doing what is right and necessary.			
CITIZEN SERVICE: Delivers optimal service to citizens in all aspects of his/her job responsibilities and is accountable to internal and external citizen needs; acknowledges the worth of others, teaching them with dignity and values diversity.			
COMMUNICATION: (*If applicable)* The employee demonstrates good written, verbal, and listening skills, and is able to get the point across; understands and cares about others' view and circumstances; written tasks are grammatically correct, clear, and concise.			

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TEAMWORK: The employee demonstrates a positive approach toward work goals and duties; works together among and within City departments and with external citizens, and delivers products or services.			
SAFETY: The employee requires minimal supervision concerning observation of safety rules; has a good safety record.			
WORK ADJUSTMENT AND ADAPTABILITY: The employee is usually positive to any adjustments in job duties, receptive to changes in operation, and handles stress of the job in an acceptable manner.			
CREATIVITY: The ability of an employee, acting individually or within a team, to think beyond the confines of standard practices and procedures to solve problems and improve service delivery.			
DEPENDABILITY: The employee can be relied upon to complete assigned tasks and is consistent and punctual about their attendance to their job and/or any scheduled meetings.			
BUDGET PREPARATION AND MANAGEMENT: The employee is able to prepare and adhere to an appropriate budget; has control over aggregate expenditures; prioritizes expenditures to deliver efficient services; minimizes financial cost.			
Only to be completed for employees with supervisory responsibilities.			
LEADERSHIP AND SUBORDINATE DEVELOPMENT: The employee sets a good example for and motivates employees; assignments are delegated to achieve productivity and employee development; instructs and provides feedback, creating an environment conducive to participation by staff members; demonstrates leadership by being positive toward the City's goals.			

OVERALL REVIEW RATING			

An overall rating of Needs Improvement in three (3) factors will result in the employee being placed on a 90-day performance improvement plan. The annual merit raise will be rendered upon completion of a successful review. Employees who fail to earn a "Meets" or "Exceeds Standards" rating after 90 days will be demoted or terminated. Please complete the following in rates as "Needs Improvement".

90-Day Performance Improvement Plan to being on: _____

Monthly Reviews scheduled for: _____

_____

_____

ADDITIONAL COMMENTS AND/OR REVIEW

ACCOMPLISHMENTS: List any accomplishments of the employee since the last review.

GOALS FOR UPCOMING YEAR: List any goals for the employee for the next review period.

EMPLOYEE COMMENTS: Employees are encouraged to provide input regarding this performance evaluation and/or any comments to improve their position.

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SUPERVISOR COMMENTS: Please prepare a narrative discussing the employee's work performance for the past reporting period.

*****EVALUATION MUST BE REVIEWED WITH EMPLOYEE*****

Evaluator Signature:

_____ _____
Signature *Date*

Employee Signature:

_____ _____
Signature *Date*