

CITY ADMINISTRATOR PERFORMANCE REVIEW

Part A: Organizational Responsibilities

1. Vision, Mission & Strategy:

How satisfied are you that the City Administrator has a clear understanding of the mission and strategy of the organization and plays a key role in translating that mission into realistic action?

Exceptionally Satisfied Satisfied Very Unsatisfied Cannot Assess

COMMENTS:

I believe Kristina has worked towards the betterment of the city of Rhineclauder since the beginning of her employment through economic development as well as ~~be~~ being involved in multiple community organizations.

2. Achievement of Results:

How satisfied are you that the City Administrator has accomplished the objectives and priorities set by the Board for the performance period?

Exceptionally Satisfied Satisfied Very Unsatisfied Cannot Assess

COMMENTS:

All major plans and projects set forth by the council and committees have been followed through with in a timely manner.

3. People Management:

How satisfied are you that the City Administrator has selected and developed qualified staff and built morale among staff, volunteers and consumers?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

COMMENTS:

I believe Kristina has been successful in bringing in new staff under her watch and has worked well in providing and directing volunteer activities throughout the city's departments. The majority of the city's staff seem to work well under her direction.

4. Program Management:

How satisfied are you that the City Administrator has appropriate knowledge of the organization programs and services; and provides suitable oversight for the provision of high quality programs and services?

Exceptionally Satisfied

Satisfied

Very Unsatisfied

Cannot Assess

COMMENTS:

From what I have seen at committee and council meetings Kristina is knowledgeable of all functions of the city.

5. Fiscal Management:

How satisfied are you that the City Administrator is knowledgeable regarding financial matters, and has established a system that allows for accurate accounting and informed financial decision-making?

Exceptionally Satisfied **Satisfied** **Very Unsatisfied** **Cannot Assess**

COMMENTS:

Kristina ~~at~~ always seems to have a handle on the city's general finances as well as a willingness to make "tough decisions" during the budget process.

6. Operations Management:

How satisfied are you that the City Administrator has assured that the organization has suitable systems, policies and processes for: accounting and fund management, personnel management, office space, information technology and risk management?

Exceptionally Satisfied **Satisfied** **Very Unsatisfied** **Cannot Assess**

COMMENTS:

She has brought a high level of organization to the personnel policies of the city.

7. The Board—Staff Relationship:

How satisfied are you that the City Administrator works effectively with the Board, maintaining good communications and a collegial, professional environment?

Exceptionally Satisfied **Satisfied** **Very Unsatisfied** **Cannot Assess**

COMMENTS:

I feel as though committee and council reports are detailed and knowledgeable. When I have a question outside this environment, she responds in a detailed manner.

8. External Liaisons and Public Image:

How satisfied are you that the City Administrator maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents, consumers and other relevant community organizations?

Exceptionally Satisfied **Satisfied** **Very Unsatisfied** **Cannot Assess**

COMMENTS:

Kristina has gotten involved with several community organizations and public events, always shedding a good light on the city.

9. Other Expectations:

How satisfied are you that the City Administrator has responded appropriately to unanticipated or difficult situations; and to those specific challenges associated with the unique mission of this organization?

Exceptionally Satisfied **Satisfied** **Very Unsatisfied** **Cannot Assess**

COMMENTS:

Though we get reports of issues, with out ongoing and frequent observation, I don't feel as though I can comment.

Part B: Personal Leadership Qualities

1. What are three (or more) major strengths of the City Administrator as a leader?

Comments:

Organization
Positive Attitude
Willingness to make the "tough decisions" or be the "bad guy"

2. What are the areas in which the City Administrator would most benefit from additional development of skills or knowledge?

Comments:

I believe Kristina needs to continue developing her knowledge of the laws and rules associated with managing in a municipal environment.

3. In what way does this City Administrator make a unique contribution to the organization because of the person he/she is?

Comments:

Kristina is very organizationally oriented and has brought back a level of organization that was lacking in her position.

Part C: Overall Assessment

① Narrative Summary of Performance:

I believe Kristina has done a great job of living up to the expectations laid forth in her job description.

② Affirmation of Strengths and Achievements:

Kristina is very organized and gives clear direction (from what I have seen) and has fulfilled the majority of tasks as directed by the council and her job description.

③ Discussion of Gaps:

Completion of the organizational chart, which is currently being worked on through the Colton/Datman wage rate study.

④ Suggestions for Professional Development:

Continued education and development of experience based on the municipal position she is in.

Narrative Evaluation:

What would you identify as the City Administrator's strength (s), expressed in terms of the principle results achieved during the rating period?

See part B1 + B3

What performance area (s) would you identify as most critical for improvement? _____

See part B2 + part C4

What constructive suggestions or assistance can you offer the City Administrator to enhance performance?

See part B2 + C4

What other comments do you have for the City Administrator e.g., priorities, expectations, goals or objectives for the new rating period?

I look forward to seeing the organizational chart when our current wage survey is completed. I also look forward to working through the major projects and future plans the city is planning for the betterment of the city as a whole!

Name of Board Member:

Steve Sawyer

Evaluation year:

2015/2016

