

Sample Village Manager Evaluation
Cassopolis

Pursuant to the Employee Agreement between the Village and the Village Manager, the Village Manager is required to be evaluated by Members of the Village Council not earlier than January 1st of an any given Fiscal Year and not later than February 4th of any given Fiscal Year. The Village Manager's performance is to be evaluated in the areas listed below. Performance levels can be noted, based on the following scale:

- 1= Poor (rarely meets expectations)
 - 2= Below Average (usually does not meet expectations)
 - 3= Satisfactory (meets performance expectations)
 - 4= Above Average (generally exceeds performance expectations)
 - 5= Excellent (almost always exceeds expectations and performs at a high standard)
- Each Member of the Village Council is asked to complete this form and forward it to Village President _____ who will then meet with the Village Manager get to tabulate the results and discuss comments.

EVALUATION PERIOD: January 1, 1995 to January 1, 1996

1. PERSONAL

_____ Invests sufficient effort towards being diligent and thorough in the discharge of duties.

_____ Composure, appearance, and attitude are fitting for a person in his position.

2. PROFESSIONAL SKILLS AND STATUS

_____ Knowledgeable of current developments affecting the governmental management field.

_____ Respected by his colleagues in government, including, County, Township, Other Village's, City and School System.

_____ Has an ability to be innovative when problem solving and planning requires it.

_____ Anticipates problems and develops effective approaches for solving them.

_____ Is willing to try new ideas or approaches when proposed by Councilmembers or Staff.

3. RELATIONS WITH THE VILLAGE COUNCIL

_____ Is willing to carry out directives of the Village Council as a whole rather than individual members personal desires or initiatives.

_____ Assists the Village Council on resolving problems at the administrative level so as not to require unnecessary Council action.

_____ Assists the Village Council in establishing policy, while acknowledging the ultimate authority of the Council.

- _____ Responds on requests for information or assistance by the Village Council.
- _____ Informs the Village Council of administrative developments.
- _____ Receptive to the advice of Councilmembers when making decisions on issues.

4. POLICY IMPLEMENTATION

- _____ Implements Village Council action in accordance with the intent of the Village Council.
- _____ Supports the actions of the Village Council after a decision has been reached.
- _____ Understands the Village's laws and ordinances.
- _____ Offers alternatives to the Village Council for changes in the law when an ordinance or policy proves impractical or outdated.

5. REPORTING

- _____ Provides the Village Council with reports concerning matters of importance to the Village.
- _____ Reports are generally produced through own initiative rather than Village Council directly.
- _____ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Village Council.

6. RESIDENT RELATIONS

- _____ Responsive to complaints from residents.
- _____ Demonstrates a dedication to the community and its residents.
- _____ Has the capacity to listen to others and to recognize their interests - works well with others.
- _____ Willing to meet with members of the community to discuss their concerns or desires.
- _____ Willing to cooperate with other governmental units within Cass County.
- _____ Willing to take both personal and professional time to promote the community and be involved in community enhancements projects.

7. SUPERVISION

- _____ Installs confidence and initiative in subordinates and emphasizes rather than restricts their programs.
- _____ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the Village Manager's Office.
- _____ Evaluates personnel periodically, and points out weaknesses and strengths.

8. FISCAL MANAGEMENT

____ Prepares a budget that provides services at a level directed by the Village Council.

____ Makes the best possible use of available funds, conscious of the need to operate the Village efficiently and effectively.

____ Prepared the Budget document in an intelligent and thorough manner.

____ Possess awareness of the importance of financial planning and control.

9. OTHER COMMENTS

Would you like to add any Signature: _____

Date: _____