

## **COUNTY ADMINISTRATOR Evaluation Checklist**

This form may be used by each member of the Board of County Commissioners to evaluate the County Administrator's performance in fulfilling each role he plays in the County's government. The County Administrator is rated 1 through 5, with the following scale:

- |   |   |                                    |
|---|---|------------------------------------|
| 1 | = | Substantially Below Expectations   |
| 2 | = | Below Expectations                 |
| 3 | = | Meets Expectations                 |
| 4 | = | Exceeds Expectations               |
| 5 | = | Substantially Exceeds Expectations |

Each member of the Board should sign the form and forward it to the Board Chairman, who will be responsible for compiling the comments. The forms and accompanying summary should then be presented to the County Administrator for his permanent file.

### 1. **Personal**

- \_\_\_\_\_ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- \_\_\_\_\_ Composure, appearance, and attitude fitting for an individual in his executive position.

### 2. **Professional Skills and Status**

- \_\_\_\_\_ Knowledgeable of current developments affecting the management field.
- \_\_\_\_\_ Respected in management position.
- \_\_\_\_\_ Has a capacity for innovation.
- \_\_\_\_\_ Anticipates problems and develops effective approaches for solving them.
- \_\_\_\_\_ Willing to try new ideas proposed by the Board or staff.

3. **Relations with the Board of County Commissioners**

- \_\_\_\_\_ Carries out directives of the Board as a whole rather than those of any one Board member.
- \_\_\_\_\_ Assists the Board in resolving problems at the administrative level to avoid unnecessary Board action.
- \_\_\_\_\_ Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.
- \_\_\_\_\_ Responds to requests for information or assistance by the Board.
- \_\_\_\_\_ Informs the Board of administrative developments.
- \_\_\_\_\_ Receptive to constructive criticism and advice.

4. **Policy Execution**

- \_\_\_\_\_ Implements Board action in accordance with the intent of the Board.
- \_\_\_\_\_ Supports the actions of the Board after a decision has been reached.
- \_\_\_\_\_ Enforces Board policies.
- \_\_\_\_\_ Understands county laws and ordinances.
- \_\_\_\_\_ Reviews enforcement procedures periodically to improve effectiveness.
- \_\_\_\_\_ Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

5. **Reporting**

- \_\_\_\_\_ Provides the Board with reports concerning matters of importance to the county.
- \_\_\_\_\_ Reports are accurate and comprehensive.
- \_\_\_\_\_ Reports are generally produced through own initiative rather than when requested by the Board.
- \_\_\_\_\_ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.

**6. Citizen Relations**

- \_\_\_\_\_ Accommodates complaints from citizens.
- \_\_\_\_\_ Dedicated to the community and to its citizens.
- \_\_\_\_\_ Skillful with the news media – avoiding political positions and partisanship.
- \_\_\_\_\_ Has the capacity to listen to others and to recognize their interests. Works well with others.
- \_\_\_\_\_ Willing to meet with members of the community and discuss their real concerns.
- \_\_\_\_\_ Cooperates with neighboring communities.
- \_\_\_\_\_ Cooperates with the city, state and federal governments.
- \_\_\_\_\_ Cooperates with the elected Constitutional Officers.

**7. Staffing**

- \_\_\_\_\_ Recruits and retains competent personnel for County positions.
- \_\_\_\_\_ Aware of weak or inefficient personnel and works to improve their performance.
- \_\_\_\_\_ Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.
- \_\_\_\_\_ Impartially administers the merit system.

**8. Supervision**

- \_\_\_\_\_ Encourages department heads to make decisions within their own jurisdictions without County Administrator approval, yet maintains general control of administrative operations.
- \_\_\_\_\_ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- \_\_\_\_\_ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the dignity of the County Administrator's office.
- \_\_\_\_\_ Evaluates personnel periodically and points out staff weaknesses and strengths.

9. **Fiscal Management**

- \_\_\_\_\_ Prepares a balanced budget to provide services at a level intended by the Board.
- \_\_\_\_\_ Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively.
- \_\_\_\_\_ Prepared budget is in an intelligible format.
- \_\_\_\_\_ Reports the County's financial position on a regular basis.

10. **What have been the finest accomplishments of the County Administrator this past year?**

11. **What areas need the most improvement? Why? What constructive, positive ideas can you offer the County Administrator to improve these areas?**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**