

EVALUATION PROCESS - CITY SECRETARY

Texas Municipal Clerks  
Certification Program  
University of North Texas  
P. O. Box 305067  
Denton, Texas 76203-5067

Content of Evaluation Form

- A. Personal Qualities
- B. Relationship with Council
- C. Community Relationships
- D. Staff and Personnel Relationships
- E. Job Responsibilities
- F. Business and Finance
- G. Achievements and Improvements

Instructions: An attempt has been made to identify performance indicators under each performance area. Descriptive statements included under some of the areas should be considered as guidelines only - your own comments may serve to clarify and give specific meaning or emphasis in individual cases. Place a check mark (✓) in the space that best describes your response to the descriptive statement.

	4 OUT- STANDING	3 EXCELLENT	2 GOOD	1 POOR NEEDS IMPROVEMENT	COMMENTS
<b>PERSONAL QUALITIES</b>					
1. Defends principle and conviction in the face of pressure and partisan influence.					
2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.					
3. Devotes his time and energy effectively to his job.					
4. Exercises good judgment in arriving at decisions.					
5. Possesses and maintains the health and energy necessary to meet the responsibilities of his position.					
6. Demonstrates his ability to work well with individuals and groups.					
7. Maintains poise and emotional stability in the full range of his professional activities.					
8. Uses language effectively in dealing with staff members, the Council, and the public.					
9. Writes clearly and concisely.					
10. Speaks well in front of large and small groups expressing his ideas in a logical and forthright manner.					
11. Maintains his professional development by reading, course work, conference attendance, work on professional committees, visiting other cities, and meeting with other administrators.					

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<b>RELATIONSHIPS WITH THE COUNCIL</b>					
12. Keeps the Council informed on issues, needs, and operation of the City Secretary's Office.					
13. Seeks and accepts constructive criticism of his work.					
14. Supports Council policy and actions to the public and staff.					
15. Has a harmonious working relationship with the Council.					
16. Accepts his responsibility for maintaining liaison between the Council and the public.					
17. Remains impartial toward the Council treating all Council Members alike.					
18. Refrains from criticism of individual or group members of the Council.					
19. Responds to Council calls and requests in a timely manner.					
20. Coordinates Council travel, luncheons, and meetings in an efficient manner.					
21. Provides professional advice to Council on parliamentary and meeting procedures.					

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<b>RELATIONSHIPS WITH THE COUNCIL - Continued</b>					
22. Bases his position with regard to matters discussed by the Council upon principle and is willing to maintain that position without regard for its popularity until an official position has been reached, after which time he supports the decision of the Council, as long as he remains in its employ.					
<b>COMMUNITY RELATIONSHIPS</b>					
23. Gains respect and support of the community on the conduct of the City government.					
24. Develops friendly and cooperative relationships with news media.					
25. Participates actively in community life and affairs.					
26. Works effectively with public and private agencies.					
<b>STAFF AND PERSONNEL RELATIONSHIPS</b>					
27. Develops and executes sound personnel procedures and practices.					
28. Develops good staff morale and loyalty to the organization.					
29. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.					
30. Delegates authority to staff members appropriate to the position each holds.					

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<b>STAFF AND PERSONNEL RELATIONSHIPS -</b> Continued					
31. Recruits and assigns the best available personnel in terms of their competencies.					
32. Participates with appropriate staff members of the City in planning, procedures, and policy interpretation.					
33. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.					
34. Maintains a good working relationship with City Manager and other City personnel.					
<b>JOB RESPONSIBILITIES</b>					
35. Conducts elections in an efficient manner.					
36. Provides sufficient information for the Council to make Board and Commission appointments in an effective manner.					
37. Provides for a consistently professional televised product of Council meetings and agenda summaries.					
38. Provides Minutes of Council and Corporation meetings promptly and with minimal need for correction.					
39. Maintains an efficient records management system that is readily accessible to the Council, public, and City departments.					

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<b>JOB RESPONSIBILITIES - Continued</b>					
40. Prepares and distributes agenda and support material on a timely basis and with minimal errors.					
41. Coordinates reporting requirements for Ethics Financial Disclosures and Campaign Contribution and Expenditures in an effective manner.					
<b>BUSINESS AND FINANCE</b>					
42. Keeps informed on needs of the City Secretary's Office facilities, equipment, and supplies.					
43. Supervises operations of the City Secretary's Office insisting on competent and efficient performance.					
44. Determines that funds in the City Secretary, Council, and Election budgets are spent wisely, and that adequate control and accounting procedures are maintained.					
45. Evaluates financial needs and makes recommendations for adequate financing. (i.e. elections, records management)					

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During the past year, what achievement can the City Secretary take the greatest pride in?

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What areas do you feel most need improvement? Why? Do you have any constructive, positive ideas how the City Secretary can improve these areas?

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Performance Appraisal by: \_\_\_\_\_

Signature

Date \_\_\_\_\_