

City of Pensacola

Performance Evaluation

Executive Assistant to Council

PURPOSE

The purpose of the employee performance evaluation and development report is to increase communication between the City Council, the Council President, the Council Executive and Council staff concerning the performance of the Executive Assistant to Council in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives.

PROCESS

1. The Council Executive prepares a memorandum to the City Council including the Executive Assistant to Council evaluation
2. The Council Executive will provide evaluation forms for completion at Council Member discretion
3. Completed forms will be forwarded to a member of Council Staff where the results will be tabulated and provided to the Council President
4. For each category, scores will be compiled and averaged for a composite score for that category
5. The Council Executive will prepare an evaluation for review with the Executive Assistant to Council and presentation to the City Council along with any proposed salary increase if/when appropriate

INSTRUCTIONS

Review the employees work performance for the entire period; try to refrain from basing judgement on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.

Evaluate the employee on the basis of standards you expect to be met for the job to which assigned considering the length of time in the job. Check (✓) the number which most accurately reflects the level of performance for the factor appraised using the rating scale described below.

PERFORMANCE EVALUATION

Council Executive

Date: _____

RATING SCALE DEFINITIONS (1-5)

Unsatisfactory (1) - The employee's work performance is inadequate and definitely inferior to the standards of performance required for the job. Performance at this level cannot be allowed to continue.

Improvement (2) - Needed The employee's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance

Meets Job (3) - Standard The employee's work performance consistently meets the standards of the position

Exceeds Job (4) - Standard The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance

Outstanding (5) - The employee's work performance is consistently excellent when compared to the standards of the job

Not Observed (NO) The employee's work performance was not observed during this evaluation period.

I. Performance Evaluation and Achievements

<u>1. Council Assistance</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Receives phone calls for City Council; responds to requests for information and appointments	___	___	___	___	___	___
B. Schedules appointments for and with Council Members	___	___	___	___	___	___

C. Coordinates and schedules meetings	___	___	___	___	___	___
D. Coordinates scheduling use of Council Chambers, Hagler-Mason, Whibbs and 3 rd Floor Conference Rooms	___	___	___	___	___	___
E. Reviews and prepares briefs for City Council's attention of news articles, reports, bulletins and other materials	___	___	___	___	___	___
F. Composes letters and memoranda for the City Council's signature	___	___	___	___	___	___
G. Maintains files and records for the Office of the City Council	___	___	___	___	___	___
H. Is responsive to Council Members requests for assistance and information	___	___	___	___	___	___

Comments: _____

Score _____

2. <u>Agenda Preparation</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Assists in the preparation of Agenda items, including the backup materials	___	___	___	___	___	___
B. Assists in the preparation of materials for work sessions	___	___	___	___	___	___
C. Reviews agenda items for completeness and accuracy	___	___	___	___	___	___

4. Travel / Training	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Works up itineraries and makes travel arrangements for the City Council and Council Executive	_____	_____	_____	_____	_____	_____
B. Tracks Council Member travel and training funds, notifying Council Members of the status of funds available for use	_____	_____	_____	_____	_____	_____
C. Provides reminders to Council of required training and/or other obligations required of Elected Officials, where appropriate	_____	_____	_____	_____	_____	_____

Comments: _____

Score _____

5. <u>Budget Oversight</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Assists in the development of the Office of the City Council budget	_____	_____	_____	_____	_____	_____
B. Completes the necessary documents within the budgeting process, in accordance with the Budget Prep Manual	_____	_____	_____	_____	_____	_____
C. Pays outstanding invoices of the Office of City Council	_____	_____	_____	_____	_____	_____
D. Coordinates with the Finance Dept for the transferring of funds between _____ accounts when necessary	_____	_____	_____	_____	_____	_____

E. Maintains the Travel and Training budget for City Council members _____

F. Maintains, tracks and ensures compliance with the use of City Council Discretionary Funds _____

Comments: _____

Score _____

Achievements relative to goals and objectives for this evaluation period:

II. Summary Rating

Overall Performance Rating – Considering the results obtained against established performance standards, as well as overall job performance, the following rating is provided:

Unsatisfactory _____

Improvement Needed _____

Meets Job Standards _____

Exceeds Job Standards _____

Outstanding _____

Comments: _____

III. Future Goals and Objectives

Specific goals and objectives to be achieved in the next evaluation period:

Employee Comment: _____

Executive Assistant to Council

Date

Council Executive

Date

Council President

Date