Staff Input to the Council
Appraisal of City Manager
City of Tigard

City Manager:	Date:
Rater: Executive Staff	

SECTION I: PERFORMANCE MEASUREMENT CRITERIA

Please designate the appropriate box for each item and include examples, which support the rating.

Administrative Ability

Planning: Ability to anticipate and analyze problems. Maps effective solutions.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Organizing: Ability to arrange work and efficiently apply resources. Recognizes opportunities for management and operational efficiencies.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Timing - Opportunist: Makes decisions when sufficient information is available.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Analytical: In making decisions considers the best available facts, projections, and evidence. To the extent that resources permit, insures that these tools are available.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Job Knowledge: Has a solid understanding of all phases and departments of municipal government.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Personnel Functions

Supervision: Builds and motivates a team, provides direction, monitors and adjusts performances as necessary.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Delegation: Effectively assigns work to others to get City business done efficiently.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Communication with Employees: Listens to employees and openly communicates in order to provide sufficient information to keep the employees motivated and part of the team. Understands their concerns.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Hiring: Recognizes the value of excellent employees and hires and maintains available staff.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Labor Relations: Understands contract negotiations and contract administration. Equitably handles problems of grievances among subordinate employees.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Leadership: Motivates, encourages and seeks to develop skills and abilities in staff. Sets the standard for performance accountability by example.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Collaboration Skills: Builds collaborative trust with staff. Treats staff with respect.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Risk Management: Implements effective programs to limit liability and loss.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Budget and Finance

Financial Management: Accurately and concisely reports and projects the financial condition. Management practices and policies are designed to maintain or achieve a sound long-range financial condition. Uses debt cautiously, plans for the long-term replacement and maintenance of equipment and infrastructure.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Operational Efficiency: Obtains the best possible end result for the money spent. Monitors efficiency service improvement and effectiveness for all programs. Most economical utilization of manpower, materials and machinery.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Community Relations

Public Service: Commitment to the service of the public. Recognizes and respects the value of public service. Projects a positive image of the City.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Forges Compromises: Has the ability to resolve conflicts with little or no assistance from outside sources. Is a good negotiator. Is credible and builds trust in the community.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Sensitivity: Listens and understands the positions and circumstances of others. Communicates that understanding.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Communication with the Public: Approachable and responsive to the public and takes their concerns and problems seriously, regardless of how insignificant the questions or complaints seem to be. Is able to represent Council at community events and forums. Pursues an outreach style of management as a spokesperson for city issues.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Public Involvement: Involves citizens in city issues and programs. Provides link between the Council and business community.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Media Relations: Develops effective relationships and positive image with public/media. Is able to accurately articulate City Council and community goals.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Intergovernmental Relations

Develop Relations: Develops good working relationships with other local, county, regional, state and federal agencies.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Representative: Effectively represents the City on commissions, boards, and committees.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Resource Developer: Exerts appropriate influence on decisions affecting Tigard from other agencies, gaining resources to benefit the City. Has basic understanding of federal and state grants and appropriations.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Interpersonal Skills

Creativity: Implements effective and creative solutions to resolve City problems.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Honest, Fair: Consistently demonstrates integrity and honesty, straightforward and impartial.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Adaptable: Responds positively to a changing work environment and changing local conditions. Does not cling to the status quo for its own sake.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Resilient: Energy and motivation maintained in spite of constant demands. Handles stress well.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Ethical: Conforms to the high standards of the profession.
Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐
Comments:

Professional Development: Takes action to acquire new knowledge and skills. Encourages employees to do the same.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Judgment: Thinks logistically and utilizes independent thought to make sound decisions.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

Economic Growth

Economic Development: Identifies and helps Council create conditions which foster economic development. Understands importance of, and knowledge of factors and methods for, maintaining existing businesses, as well as recruiting new ones. Recognizes relationship of local economy to region and beyond. Develops policies and guidelines to reasonably allocate costs of public improvements and services related to economic development between the public and private sectors.

Exceeds ☐ Fully Effective ☐ Developing ☐ Needs Improvement ☐

Comments:

SECTION II:

What do you consider the City Manager's greatest strengths?

Do you have any suggestions for the City Manager, which you feel, will improve his effectiveness?

Rating Definitions & Scoring

Exceeds	=	4.0
Fully Effective	=	3.0
Developing	=	2.0
Needs Improvement	=	1.0