**City Administrator Evaluation**

## *Each member of the governing body should complete this evaluation form and email it to Honna Rogers, MTAS Consultant, at* *honna.rogers@tennessee.edu* *by Friday, February 11, 2022.*

**INSTRUCTIONS**

This evaluation form contains sixteen statements describing a behavior standard. For each statement, use the following scale to indicate your rating of the city administrator’s performance.

**5 = Excellent** (almost always exceeds the performance standard)

**4 = Above average** (generally exceeds the performance standard)

**3 = Average** (generally meets the performance standard)

**2 = Below average** (usually does not meet the performance standard)

**1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of “3 = Average”

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city administrator as part of the agenda for the meeting indicated on the cover page.

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|  | 1. Appropriately handles responses to public requests, complaints, or areas of concern.
 |
|  | 1. Plans, organizes, and supervises implementation of Board-approved programs.
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|  | 1. Maintains an image of the City to the community that represents service, vitality and professionalism.
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|  | 1. Plans, organizes, and administers the adopted budget.
 |
|  | 1. Anticipates future needs and problems.
 |
|  | 1. Is aware of developments and plans in other cities that may relate to or affect Tullahoma.
 |
|  | 1. Maintains effective communication, both verbal and written, with Board.
 |
|  | 1. Reports to Board on current plans and activities of the staff.
 |
|  | 1. Carries out policies adopted by the Board and developed by staff.
 |
|  | 1. Provides Board with up-to-date financial reports.
 |
|  | 1. Provides training of employees in contact with the public.
 |
|  | 1. Ability to build cohesiveness in staff.
 |
|  | 1. Maintains a knowledge of new technologies, systems, methods, etc. in relation to City services.
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|  | 1. Directs work involved in researching Board suggestions and reports findings.
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|  | 1. Maintains communication with governmental jurisdictions with which Tullahoma is involved or interacts.
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**NARRATIVE EVALUATION**

1. What would you identify as the Administrator’s strength(s), expressed in terms of the principle results achieved during the rating period?
2. What performance area(s) would you identify as most critical for improvement?
3. What constructive suggestions or assistance can you offer the Administrator to enhance performance?
4. What other comments do you have for the Administrator; e.g., priorities, expectations, goals or objectives for the new rating period?