

HAINES BOROUGH MANAGER
PERFORMANCE EVALUATION

BOROUGH MANAGER: Annette Krietzer

DATE: January 2024

PURPOSE

The purpose of the manager performance evaluation and development report is to increase communication between the borough assembly and the borough manager concerning the performance of the borough manager in the accomplishment of his/her assigned duties and responsibility, and the establishment of specific work-related goals and objectives.

PROCESS

1. Evaluation form will be distributed by the mayor to all assembly members. After completing the form, it shall be transmitted to the Mayor.
Date of Distribution: January 12
Due date to Mayor: January 19
2. The borough manager will prepare a self-evaluation using the same format.
Date of Distribution: January 12
Due date to Mayor: January 19
3. The mayor transfers each member's evaluation information to one composite form.
4. The composite evaluation form and the borough manager's self-evaluation are distributed to the assembly by the mayor prior to the executive session evaluation meeting.
Due date from Mayor to Assembly: January 22
5. The assembly meets with the borough manager in executive session to review the evaluation, unless the borough manager requests an open hearing.
Date of Evaluation Review: January 25 at 5:30 pm
6. Evaluation form are distributed by the mayor to all assembly members.
7. The borough manager prepared a self-evaluation using the same format.
8. Each assembly member completes the form, signs, dates and returns a copy to the mayor.
9. The mayor transfers each member's evaluation information to one composite form.
10. The composite evaluation form and the borough manager's self-evaluation are distributed to the assembly by the mayor prior to the executive session evaluation meeting.
11. The assembly meets with the borough manager in executive session to review the evaluation, unless the borough manager requests an open hearing.

INSTRUCTIONS

Review the manager's work performance for the entire period; try to refrain from basing judgment on isolated incidents only.

Evaluate the manager on the basis of standards you expect to be met considering the length of time in the job.

RATING SCALE DEFINITIONS (1-5)

- Unsatisfactory (1) – The manager’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 Needed (2)- The manager’s work performance does not consistently meet the standards of the position. Serious effort is needed to improve performances.
- Meets Job Standard (3)- The manager’s work performance consistently meets the standards of the position.
- Exceeds Job Standard (4)- The manager’s work performance is frequently or consistently above the level of a satisfactory manager, but has not achieved an overall level of outstanding performance.
- Outstanding (5)- The manager’s work performance is consistently excellent when compared to the standards of the job.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1. ADMINISTRATIVE RELATIONSHIPS

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>NO</u>
A. Effectively implements policies and programs approved by the assembly.	—	—	—	—	—	—
B. Reporting and follow-through is timely, clear, concise, and accurate.	—	—	—	—	—	—
C. Accepts direction/instruction in a positive manner.	—	—	—	—	—	—
D. Effectively aides the borough assembly in establishing long-range goals.	—	—	—	—	—	—
E. Keep the borough assembly informed of department activities, plans, legislation, etc. in a timely fashion and without prompting.	—	—	—	—	—	—
F. Seeks assembly guidance on issues not formally supported by assembly members.	—	—	—	—	—	—

Comments:

2. PERSONNEL MANAGEMENT AND LABOR RELATIONS

1 2 3 4 5 NO

- A. Maintains a respective relationship with employees.
- B. Seeks to develop skills and abilities of employees.
- C. Employs effective supervisory skills.
- D. Delegates responsibilities appropriately.
- E. Effectively evaluated performance of employees.
- F. Maintains complete and current employee files.
- G. Recruits and hires qualified and effective staff.
- H. Receives positive feedback from department
 heads and borough officers.

Comments:

3. FISCAL MANAGEMENT

1 2 3 4 5 NO

- A. Controls expenditures in accordance with
 approved budget.
- B. Seeks efficiency, economy and effectiveness in all
 programs.
- C. Keeps borough assembly informed about revenues
 and expenditures, actual and projected.
- D. Prepares realistic annual budget.
- E. Ensures that the budget addresses the assembly's
 goals and objectives.
- F. Manages borough's financial assets effectively.

Comments:

4. PUBLIC RELATIONS

1 2 3 4 5 NO

- A. Projects a positive public image. — — — — —
- B. Is courteous to the public. — — — — —
- C. Maintains effective relations with media representatives. — — — — —
- D. Maintains professional propriety. — — — — —

Comments:

5. QUANTITY/QUALITY

1 2 3 4 5 NO

- A. Amount of work performed. — — — — —
- B. Completion of work on time (meets deadlines). — — — — —
- C. Work is thoroughly researched and reported. — — — — —
- D. Willingness to grow in the municipal management profession and actively pursue training/education. — — — — —
- E. Prepares timely support documents. — — — — —

Comments:

6. PERSONAL TRAITS

1 2 3 4 5 NO

- A. Initiative — — — — —
- B. Judgment — — — — —
- C. Fairness and Impartiality. — — — — —
- D. Creativity — — — — —
- E. Integrity — — — — —

Comments:

7. COMMUNICATION

1 2 3 4 5 NO

A. Oral communication is clear, concise and articulate.

— — — — —

B. Written communications are clear, concise and accurate.

— — — — —

Comments:

8. INTERGOVERNMENTAL AFFAIRS

1 2 3 4 5 NO

A. Maintains effective communication with local, regional, state, and federal government agencies.

— — — — —

B. Pursues financial resources (grants) from other agencies.

— — — — —

C. Contributes to good government through participation in local, regional and state committees and organizations.

— — — — —

D. Lobbies effectively with legislators and state agencies regarding borough programs and projects.

— — — — —

Comments:

Desirable Manager Attributes (Developed during the hiring process)

Add additional comments on next page if needed.

1 2 3 4 5 NO

The manager is detail oriented.

— — — — —

The manager researches options and solutions adequately.

— — — — —

The manager demonstrates a willingness to follow assembly direction and borough code.

— — — — —

The manager avoids political entanglements.

— — — — —

1 2 3 4 5 NO

The manager keeps the assembly informed on important and/or changing situations.

— — — — —

The manager seeks assembly approval/guidance on controversial issues.

— — — — —

The manager has a straightforward Approach
- A Linear Thinker.

— — — — —

Desirable Manager Attributes - Additional Comments:

Achievements relative to objectives for this evaluation period:

Objective #1

Objective #2

Objective #3

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 ___ Meets Job ___ Exceeds Job ___ Outstanding___
 Needed Standards Standards

III. FUTURE GOALS AND OBJECTIVE TO BE EVALUATED

- 1.
- 2.
- 3.
- 4.
- 5.

Mayor/Assembly Members

Concurrence

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

YES/NO

Borough Manager

Signature

Next Evaluation Date: