

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL

SECTION I: ASSISTING COMMISSION WITH ITS POLICY-MAKING ROLE

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Providing Information			
The County Manager provides information that is:			
Detailed and reliable			
Explained in a thorough manner and includes alternatives or recommendations			
Timely			
Helpful in preventing trivial administrative matters from being reviewed by the Commission			
Helpful and adequate to assist County Commission in making sound decisions			
The County Manager:			
Provides members of County Commission with the opportunity to set long-term organizational goals and to establish the future direction of County policy			
Keeps County Commission informed, in a timely manner, of the things Commission wants to know			
Keeps County Commission well informed with concise written and oral communications			
Provides County Commission members with information on an equal basis			
Informs the County Commission of administrative developments			
Follows up in a timely manner on County Commission requests for information or action			
B. Providing Advice			
The County Manager:			
Has adequate knowledge of local government affairs, including the County's laws and ordinances			
Considers alternatives before making recommendations			
Plans ahead, anticipates needs and recognizes potential problems			
Has a good sense of timing in bringing issues to the Commission for action			
Comments: <u>District 1:</u> <u>District 2:</u> <u>District 3:</u> <u>District 4:</u>			

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL

SECTION II: INTERNAL ADMINISTRATION

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Implementation of Commission Policies			
The County Manager is effective in the following areas:			
Carrying out Commission directives			
Assigning work so that it is performed efficiently and effectively			
Paying sufficient attention to detail to avoid error or things "slipping through the cracks"			
Analyzing problems or issues and identify causes, reasons, and implications			
Accurately interpreting the direction given by Commission			
Carrying out the directives of Commission as a whole rather than those of any one Commission member, but recognizes the concerns of the minority			
Supporting the actions of the County Commission after a decision is made			
Assuming responsibility for staff performance			
Providing members of County Commission with periodic status reports on projects or tasks which may overlap months or years in implementation			
Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations			

B. Financial Management			
Are you satisfied with the County Manager's:			
Approach to budget preparation and review			
Use of standard financial management procedures to meet Commission's policy guidelines			
Implementation of Commission's policy regarding the expenditure of budgeted funds			
Cost control through economical use of labor, materials and equipment			
Information on the financial status of County government			
Use of available funds and his ability to operate the County efficiently and effectively			
Knowledge of financial matters			
Information pertaining to long or short-term financing for capital projects or equipment purchases			
Information on opportunities for federal and state grant funding			

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL

	Needs Improvement	Meets Expectations	Exceeds Expectations
C. Personnel Management			
The County Manager is:			
Successful in guiding people as a team toward common objectives			
Effective in selecting qualified and highly competent staff members			
Effective in maintaining professional relationships with Department Directors			
Effective in assuring that staff members make a positive impression on citizens			
The County Manager:			
Insures that the County's personnel policies and practices are administered by County Department Directors and management staff in an equitable manner			
Develops and motivates employees so that they are increasingly effective			
Addresses disciplinary problems and takes action when warranted			
Monitors performance of employees and initiates corrective action as needed			
Comments: <u>District 1:</u> <u>District 2:</u> <u>District 3:</u> <u>District 4:</u>			

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL

SECTION III: EXTERNAL RELATIONS

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Citizen Relations			
The County Manager:			
Makes a positive impression on citizens			
Has appropriate visibility or identity in the community			
Assists the Commission in resolving problems at the administrative level to avoid unnecessary Commission action			
Is willing to meet with members of the community and discuss issues of concern			
Is skillful with the news media, avoiding political positions and partisanship			
Provides information to the public in a timely fashion on matters which will cause public reaction			
Represents Commission positions and policies accurately and effectively			
Thinks and acts in a manner reflecting an attitude that client (Commission, staff or citizens) perceptions and satisfactions are important			
Responds completely and in a timely manner to citizen complaints			
B. Intergovernmental Relations			
The County Manager is:			
Effective representing the County's interests in dealing with other agencies			
Participative in enough intergovernmental activity to have an impact on behalf of the County			
Cooperative with the county, state and federal governments			
Comments: <u>District 1:</u> <u>District 2:</u> <u>District 3:</u> <u>District 4:</u>			

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL

SECTION IV: PERSONAL ACCOMPLISHMENTS

	Needs Improvement	Meets Expectations	Exceeds Expectations
A. Communications			
With regard to communications, the County Manager is:			
Easy to talk to and a good listener			
Thoughtful, clear and to the point			
Sensitive to the concerns of others			
Candid and forthright in discussing County business matters with members of County Commission			
B. Management Style			
The County Manager			
Demonstrates interest and enthusiasm in performing his duties			
Commands respect and good performance from staff			
Shows initiative and creativity in dealing with issues, problems and unusual situations			
Is open to new ideas and suggestions for change			
Works well under pressure			
Consistently puts aside personal views and implements Commission policy and direction			
Displays the ability to resolve the numerous conflicts inherent in municipal government			
Responds well to a changing world and local conditions; is adaptive			
Is accessible to County Commission members			
Conforms to the high standards of the profession; follows the "ICMA Code of Ethics			
Exhibits a commitment to continuing education in order to encourage his professional development			
Is receptive to constructive criticism and advice			
C. Job Effectiveness			
The County Manager:			
Demonstrates interest and enthusiasm about the Commission's Vision for the County			
Gives his staff the tools necessary to provide efficient, responsive County services			
Coordinates the implementation of County goals and objectives			
Creates a positive atmosphere for successful economic development in the County			
Supports responsible infrastructure expansion and maintenance			
Emphasizes the need for employee training and technological improvements			

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL

Comments:

District 1:

District 2:

District 3:

District 4:

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL

SECTION V: NARRATIVE RESPONSES

ACHIEVEMENTS FROM THIS PAST YEAR:

- What were the Manager's most notable accomplishments during the past year?

District 1:

District 2:

District 3:

District 4:

- Which of the Manager's qualities were most instrumental in fulfilling the role of County Manager this past year?

District 1:

District 2:

District 3:

District 4:

PERFORMANCE OBJECTIVES FOR COMING YEAR:

- What does the Manager do that you would like him to continue?

District 1:

District 2:

District 3:

District 4:

- Is there anything that the Manager does that you would like him to do differently?

District 1:

District 2:

District 3:

District 4:

LYON COUNTY MANAGER'S PERFORMANCE APPRAISAL

- In what areas should the Manager focus his attention in this coming year?

District 1:

District 2:

District 3:

District 4:

- Do you have any other general comments to share with the County Manager?

District 1:

District 2:

District 3:

District 4:

APPROVAL OF APPRAISAL

Commissioner Bob Hastings, District 1

Date

Commissioner Vida Keller, District 2

Date

Commissioner Ken Gray, District 3

Date

Commissioner Joe Mortensen, District 4

Date