

ALGER COUNTY PERFORMANCE EVALUATION

Employee: Steve Webber
Title: Administrator
Evaluated by:
Date: April 15, 2019
<ul style="list-style-type: none">• Excellent – Significantly exceeds standards. Consistently outstanding performance which significantly exceeds even that which would represent accomplishment beyond the original duties and responsibilities of the employee’s job.• Good – Exceeds Standards. Consistent performance noticeably above or better than that called for in fully executing the duties and responsibilities required in the employees’ job.• Average – Meets Standards. Consistent performance at a level which meets but does not significantly exceed the duties and responsibilities of the employee’s job.• Needs Improvement – Performance which is noticeably below that required to accomplish the duties and responsibilities of the job but tolerable pending improvement.• Unacceptable – Performance which is obviously far below the acceptable level which cannot be long tolerated

5 = Excellent; 4 = Good; 3 = Average; 2 = Needs Improvement; 1 - Unacceptable

Relationship with Board

- _____ Keeps Board informed of organizational activities, progress & problems.
- _____ Is receptive to Board members ideas and suggestions.
- _____ Makes sound recommendations for Board activity. ←
- _____ Maintains a friendly courteous attitude toward Board members.
- _____ Follows up on all problems and issues brought to his attention. ←

*Comments:

_____ **Total**

Effective Leadership of Staff

- _____ Hires and maintains competent staff members.
- _____ Encourages staff development.
- _____ Deals with staff honestly and fairly.
- _____ Maintains open, concerned, and congenial relations with staff.
- _____ Delegates effectively.
- _____ Involves staff in appropriate decision making.
- _____ Appears to communicate well with staff.
- _____ Assesses the performance of employees fairly and reasonably.
- _____ Encourages cooperation among Department Directors.
- _____ Facilitates positive staff morale.

*Comments:

_____ **Total**

Management Skills and Abilities

- _____ Maintains a smooth running administrative office.
- _____ Prepares all necessary reports and keeps accurate records.
- _____ Speaks and writes acceptable.
- _____ Plans well in advance.
- _____ Is progressive in attitude and action.

*Comments:

_____ **Total**

Personal and Professional Attributes

- _____ Displays good grooming.
- _____ Projects professional demeanor.
- _____ Participates in professional activities such as association activities.

*Comments:

_____ **Total**

Fiscal Management

- _____ Works with budget committee to establish a balanced budget.
- _____ Completes the year with a balanced budget.
- _____ Displays common sense and good judgement in business transactions.
- _____ Adequately supervises physical operations.

*Comments:

_____ **Total**

Community and Public Relations

- _____ Represents the organization in a positive professional manner.
- _____ Actively promotes the organization to the public/media.
- _____ Maintains relationships with Local, State and Federal representatives.

*Comments:

_____ **Total**

_____ **OVERALL SCORE**

Overall Comments:

Date: _____

Commissioner: _____