

CITY OF MANCHESTER BOARD EVALUATION

[Every city with professional administration has an informal evaluation process in which the Board is evaluating the administrator, and the administrator is evaluating the Board. It is understood that the Board of Mayor and Aldermen is evaluated by the voting public on election day. It is also understood that the city administrator is subordinate to and serves at the pleasure of the Board of Mayor and Aldermen. Having stated this premise, many cities have determined, nevertheless, that a formal written evaluation process is in the best interest of the city by helping to reduce or eliminate misunderstandings and communications problems and creating a work environment characterized by fairness both to the Board and to the city administrator. The following evaluation is simply designed to help the Board understand the expectations of the city administrator in his relationship to the Board. A Ayes@ or Ano@ is requested for each of the five communications criteria.]

The city administrator is requested to complete the evaluation for the Board of Mayor and Aldermen as a whole and provide copies to the Mayor and each Board member.

- _____ 1. The Board provides the opportunity for the city administrator to carry out his/her duties and responsibilities in accordance with Board policies without interference.
- _____ 2. Board members micro-manage the city.
- _____ 3. Board provides general direction and policies to assist the city administrator in carrying out his/her duties and responsibilities.
- _____ 4. Board demonstrates more concern for administrative matters than for policy considerations.
- _____ 5. Board interferes with directives from the city administrator to subordinate staff members and communicates with department heads about matters that it is unwilling to communicate with the city administrator about.

THE FINAL STEP IN THIS EVALUATION PROCESS IS A MEETING OF THE CITY ADMINISTRATOR AND BOARD OF MAYOR AND ALDERMEN TO DISCUSS ANY UNRESOLVED CONCERNS RESULTING FROM THE EVALUATIONS.