

# Norris City Manager Evaluation

Please use the following scale to rate the City Manager's performance on the following criteria:

1. Well Below Standard (Unsatisfactory)
2. Below Standard (Marginal)
3. On Standard (Satisfactory)
4. Above Standard (Commendable)
5. Well Above Standard (Outstanding)

## Council Interaction

Rating	
	Carries out policies of the council
	Attends all council meetings
	Is responsible to the council for the administration of all departments
	Makes reports and recommendations to the council
	Prepares council meeting agenda, ordinances, and resolutions for council
	Presents bills payable to council for approval each month
	Presents to council all legal processes against the city at the next regular council meeting
	Presents monthly comprehensive financial reports to council
	Submits to the council a certified statement of the total amount of the valuation or assessment of the taxable property
	Recommends and obtains approval of council before attending any professional development meeting or course or official business function outside the State of Tennessee

## Supervision of Personnel

Rating	
	Delegates powers and duties to staff
	Supervises heads of the city's Public Works and Public Safety Departments, and office staff
	Administers the city's personnel system
	Employs, maintains, and terminates city employees in accordance with applicable federal, state, and city legislative and procedural provisions

## Responsibilities as Records Custodian

Rating	
	Keeps a full and complete record of the proceedings of the council
	Serves as custodian of the city records and certifies copies of original records

# Norris City Manager Evaluation - Continued

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## Financial Responsibilities

Rating	
	Exercises general supervision over the fiscal affairs of the city
	Collects taxes
	Countersigns all contracts with the Mayor
	Certifies the property tax records from the county
	Serves as the tax collector for the city
	Certifies a delinquent property tax list to the Trustee of the county
	Serves as the general accountant and auditor of the city
	Installs and maintains an efficient system of accounting for the city
	Audits all payrolls, accounts and claims against the city and certifies the balance
	Uses numbered forms in connection with the receipt or disbursement of city funds
	Enforces the collection of merchants' taxes and all other license taxes
	Cancels bonds upon final payment
	Manages the sinking funds

## Other Duties

Rating	
	Preserves the public peace and health
	Ensures the safety of persons and properties
	Enforces laws, ordinances, and franchises
	Develops and utilizes the city's resources
	Maintains and administers oaths of office for all officers and employees
	Accepts no other outside employment
	Resides within the city limits
	Continues professional development by attending training sessions, seminars and conferences
	Participates in all meetings of the Planning Commission
	Participates in and serves as Secretary-Treasurer to the Water Commission and Watershed Board
	Keeps informed of activities and conditions that affect city administration
	Maintains association with advisory services and officials of other municipalities and county governments

