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

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)

**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 |

Please add any additional comments about the Manager’s performance over the last year that you feel this instrument did not address: