City of Salisbury City Attorney Performance Evaluation Form

Employee Name:
City Council Member:
Date Submitted:
Each member of the elected body should complete this evaluation fonn, sign it in the space below, and return it to Mayor Alexander. Evaluations will be summarized and included for discussion at a Closed Session.
Part 1. Assessment of Performance Areas Use the following three-point scale to evaluate the City Attorney's performance for the seven performance areas outlined below. **1 = Needs Improvement** **2 = Meets Expectations** **3 = Exceeds Expectations** ***NIA*= Not Applicable** This evaluation form also contains a provision for entering narrative comments, including responses to specific questions and any observations you believe appropriate and pertinent to the rating period.

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PERFORMANCE AREAS	RATINGS
1. COMMUNICATIONS WITH THE COUNCIL	
Maintains effective and open lines of communication with the Council as a body and with individual members.	
The City Attorney is accessible when needed to respond to requests for legal information and assistance.	
The Council is kept apprised of ongoing and current legal issues involving the City.	
Exercises sound judgment when advising the Council.	
Responds to requests for information or assistance by the Council in a timely and thorough manner.	
The City Attorney accurately interprets and clarifies City Council direction.	
Comments:	

PERFORMANCE AREAS	RATINGS
2. PROFESSIONALISM	
The City Attorney represents the City in a professional and ethical manner.	
Maintains visibility across the City of Salisbury and within the legal community.	
The City Attorney is impartial and objective in his duties and responsibilities.	
Invests sufficient effort toward being diligent and thorough in the discharge of his duties.	
Comments:	

City of Salisbury City Attorney Performance Evaluation Form

PERFORMANCE AREAS	RATINGS
3. MANAGEMENT OF LEGAL AFFAIRS	
The City Attorney aggressively represents the interests of the City as directed by the City Council.	
Suggests and pursues creative solutions to legal issues involving the City.	
Conveys information effectively and can articulate his position and offer legal recommendations while respecting the Council's policy prerogative.	
The City Attorney's approach is effective in achieving the best possible legal outcomes for the City's interests given the issues that arise.	
Comments:	

PERFORMANCE AREAS	RATINGS
4. STRATEGIC LEADERSHIP	
Provides legal support for Council vision.	
Pursues opportunities to improve the organization and its competitiveness.	
Develops constructive and engaging relationships with the Department Heads and the City Manager while maintaining neutrality and fairness.	
Comments:	

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PERFORMANCE AREAS	RATINGS
5. MANGAGEMENT OF THE CITY ATTORNEY'S OFFICE	
Conducts regular legal activities within budgetary goals and limits.	
Minimizes legal costs by limiting tasks to those regarding legal issues and utilizing City in-house staff when possible to perform administrative and other functions.	
Creates standards of excellence for the City Attorney's Office and models that behavior.	
Accountable for office work quality and overall performance.	
Enables others to act by creating an atmosphere of trust and collaboration.	
Comments:	

PERFORMANCE AREAS	RATINGS
6. PLANNING AND ORGANIZATION	
Anticipates needs of the organization and community and recognizes potential legal problems.	
Proposes effective solutions and identifies alternatives to potential problems or issues.	
Obtains the facts of an issue and considers the long-term implications of decisions.	
Exhibits the ability to be flexible by adapting to changing environment.	
Comments:	

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NARRATIVE EVALUATION

What would you identify as the Attorney's strength(s), expressed in terms of the principal results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the Attorney to enhance performance?

What other comments do you have for the Attorney (e.g., priorities, expectations, goals, or objectives for the new rating period)?