



**Meeting Date:** January 19, 2017

**Agenda Item:** 13-A

## **Report to Town Council**

**Topic:** Town manager's annual evaluation.

**Recommended Motion:** Motion to ratify the Town manager's collective evaluation score of 4.982% based upon the individual submittals from each member of the Town Council.

**Summary:** Please see attached memorandum.

**Requested by:** Ms. Cherbano, Human Resources Director / Deputy Clerk

**Approved by:** Ms. Witt, Town Manager



## MEMORANDUM

### Town of Ponce Inlet, Town Manager Department

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

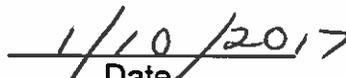
To: Town Council  
From: Kim Cherbano, PHR, Human Resource Director  
Date: January 10, 2017  
Subject: Town Manager's Annual Evaluation

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MEETING DATE: January 19, 2017

Each year Council members participate in the town manager's evaluation process; each is given an evaluation summary form to fill out for ranking (1 thru 5, with one being the lowest score) and comments. Please see the attached evaluations from members of the Town Council. The average sum of all evaluations is a total of 4.982% out of a possible 5%.

  
Kim Cherbano, Human Resource Director

  
Date

Attachment(s):

1. Mayor Smith Evaluation
2. Vice-Mayor Hoss Evaluation
3. Councilmember Milano Evaluation
4. Councilmember Perrone Evaluation
5. Councilmember Paritsky Evaluation

Mayor  
Smith, Seat 1

**Evaluation Summary**

Employee Name <i>Jeanene Witt</i>	Position Town Manager/Town Clerk	Direct Manager <i>Town Council</i>
Department Administrative Services	Division	Class Specification Town Manager/Town Clerk
Performance Evaluation <i>Annual Evaluation</i>	Type Periodic	Due Date 01/21/2017
Total Score	Overall Rating	

Rating summary by *GARY SMITH Gary J. Smith 1-3-17*

**Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0)**

No Goals have been added for this section

**Job Specific Performance Measures (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Appoint and remove all subordinate officers and employees of the Town;	except the appointment and removal of department heads shall be subject to the approval of the Town Council.
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	
Direct and supervise the administration of all departments, offices and agencies of the Town;	except as otherwise provided by the Charter or by law.
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	
Perform such other duties as are specified in the Charter or may be required by the Council;	See Town Council goals.
Perform the duties of Town Clerk of the Town;	in addition to the duties of Town Manager, during any period of time that he/she is appointed by the Town Council to do so, without additional compensation.
Perform the duties of Treasurer/Finance Director of the Town;	in addition to the duties of Town Manager, during any period of time that he/she is appointed by the Town Council to do so, without additional compensation.
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	
See that all laws, provisions of this Charter and acts of the Council are faithfully executed;	subject to enforcement by him/her or by officers subject to him/her direction and supervision.
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							

Name	Category	Weight	1	2	3	4	5
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09				X	
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town,	Job-Specific Performance Measures.	9.09					X
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					X
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council;	Job-Specific Performance Measures.	9.09					X
Comments:							
Perform the duties of Town Clerk of the Town;	Job-Specific Performance Measures.	9.09				X	
Comments:							
Perform the duties of Treasurer/Finance Director of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					X
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed;	Job-Specific Performance Measures.	9.09					X
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					X
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives, unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
BUDGETING: Approves, prepares, or controls budgets.	
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	
COOPERATION: Accepts direction and guidance and cooperates with others.	
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	
DECISION MAKING: Makes proper decisions based on available information.	
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	
PLANNING: Sets goals and identifies resources.	
POLICY: approves, formulates, or implements policy.	
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	

Name	Category	Weight	1	2	3	4	5
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					<input checked="" type="checkbox"/>
Comments:							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					<input checked="" type="checkbox"/>
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					<input checked="" type="checkbox"/>
Comments:							
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					<input checked="" type="checkbox"/>
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					<input checked="" type="checkbox"/>
Comments:							
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					<input checked="" type="checkbox"/>
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					<input checked="" type="checkbox"/>
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					<input checked="" type="checkbox"/>

Name	Category	Weight	1	2	3	4	5
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
POLICY: approves, fomulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							

**Work Quality Aspects (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Applies job knowledge effectively	
Follows through on work assignments	
Is responsible to instruction	
Pays attention to detail - accuracy	

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Is responsible to instruction	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					X
Comments:							

**Productivity Aspects (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
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Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.
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Name	Description
Completes assignments	
Accepts responsibility for work	
Contributes to accomplishing goals, missions, and objectives of Organization/Division	
Is self-motivated	
Manages time effectively	
Meets deadlines	
Plans work (sets goals)	
Prioritizes work	
Works as team member	

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					X

Name	Category	Weight	1	2	3	4	5
Comments:							

**Safety (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Adheres to safety policies, procedures, and guidelines	
Has knowledge of Organization and other applicable safety policies, procedures, and standards	
Promotes safe working environment	

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					<del>X</del>
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					<del>X</del>
Comments:							
Promotes safe working environment	SAFETY.	33.33					<del>X</del>
Comments:							

**Personal Skills/Attributes (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Ability to perform under adverse conditions	
Adaptability	
Courtesy	
Dependability	
Enthusiasm - positive approach	
Ethics	
Impartiality and fairness	

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					<del>X</del>
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					<del>X</del>

Name	Category	Weight	1	2	3	4	5
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							

Overall

This is the sixth annual performance review that I have had the pleasure of completing. Each review has been rated higher than the previous one as Jeaneen has continually improved with experience and education and she continues to perform at an outstanding level. Her dedication to her job and this Town is always evident every day through her work ethic, attention to detail, and self improvement. These characteristics were clearly demonstrated during and after Hurricane Mathew. In my 21 years of government association I have not experienced a government employee more involved and dedicated to the job. It is my pleasure to work with Jeaneen.

Council member  
Milano, Seat 2

**Evaluation Summary**

Employee Name <i>Jeanene Witt</i>	Position Town Manager/Town Clerk	Direct Manager <i>Town Council</i>
Department Administrative Services	Division	Class Specification Town Manager/Town Clerk
Performance Evaluation <i>Annual Evaluation</i>	Type Periodic	Due Date 01/21/2017
Total Score	Overall Rating	

Rating summary by *Bill Milano*

**Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0)**

No Goals have been added for this section

**Job Specific Performance Measures (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
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Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Town Clerk of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Treasurer/Finance Director of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					✓
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					✓
Comments:							

Occupation-Specific Performance Indicator (Section Weight: 17)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
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Name	Description
BUDGETING: Approves, prepares, or controls budgets.	
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	
COOPERATION: Accepts direction and guidance and cooperates with others.	
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	
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PLANNING: Sets goals and identifies resources.	
POLICY: approves, formulates, or implements policy.	
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	

Name	Category	Weight	1	2	3	4	5
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					✓
Comments: <i>WELL DONE ALWAYS</i>							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					✓

Name	Category	Weight	1	2	3	4	5
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
POLICY: approves, formulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							

**Work Quality Aspects (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Applies job knowledge effectively	
Follows through on work assignments	
Is responsible to instruction	
Pays attention to detail - accuracy	

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Is responsible to instruction	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

**Productivity Aspects (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
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Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.
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Name	Description
Completes assignments	
Accepts responsibility for work	
Contributes to accomplishing goals, missions, and objectives of Organization/Division	
Is self-motivated	
Manages time effectively	
Meets deadlines	
Plans work (sets goals)	
Prioritizes work	
Works as team member	

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					✓

Name	Category	Weight	1	2	3	4	5
Comments:							

### Safety (Section Weight: 17)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Adheres to safety policies, procedures, and guidelines	
Has knowledge of Organization and other applicable safety policies, procedures, and standards	
Promotes safe working environment	

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					✓
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					✓
Comments:							
Promotes safe working environment	SAFETY.	33.33					✓
Comments:							

### Personal Skills/Attributes (Section Weight: 17)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Ability to perform under adverse conditions	
Adaptability	
Courtesy	
Dependability	
Enthusiasm - positive approach	
Ethics	
Impartiality and fairness	

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓

Name	Category	Weight	1	2	3	4	5
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							

Overall

5

MS WITT ALWAYS REPRESENTS PONCE INLET IN AN OUTSTANDING WAY  
SHE CONTINUALLY SHOWS HER LOVE FOR HER COMMUNITY AND ITS RESIDENTS.

HER UNDERSTANDING OF THE TOWN'S NEEDS, DAILY OPERATION AND ABILITY TO LOOK TOWARD PONCE INLET'S FUTURE IS ALWAYS FIRST AND FOREMOST.

THIS IS MY FIFTH YEAR AS A TOWN COUNCIL MEMBER AND EACH YEAR HAS BEEN MORE POSITIVE BECAUSE OF HER KNOWLEDGE, EXPERIENCES AND POSITIVE PERSONALITY

Vice-Mayor  
Hoss, Seat 3

Evaluation Summary

Employee Name <i>Jeanene Witt</i>	Position Town Manager/Town Clerk	Direct Manager <i>Town Council</i>
Department Administrative Services	Division	Class Specification Town Manager/Town Clerk
Performance Evaluation <i>Annual 1 Evaluation</i>	Type Periodic	Due Date 01/21/2017
Total Score	Overall Rating	

Rating summary by *Vice Mayor - May & Hoss*

Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0)

No Goals have been added for this section

Job Specific Performance Measures (Section Weight: 17)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Appoint and remove all subordinate officers and employees of the Town;	except the appointment and removal of department heads shall be subject to the approval of the Town Council.
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	
Direct and supervise the administration of all departments, offices and agencies of the Town;	except as otherwise provided by the Charter or by law.
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	
Perform such other duties as are specified in the Charter or may be required by the Council;	See Town Council goals.
Perform the duties of Town Clerk of the Town;	in addition to the duties of Town Manager, during any period of time that he/she is appointed by the Town Council to do so, without additional compensation.
Perform the duties of Treasurer/Finance Director of the Town;	in addition to the duties of Town Manager, during any period of time that he/she is appointed by the Town Council to do so, without additional compensation.
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	
See that all laws, provisions of this Charter and acts of the Council are faithfully executed;	subject to enforcement by him/her or by officers subject to him/her direction and supervision.
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Town Clerk of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Treasurer/Finance Director of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					✓
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					✓
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
BUDGETING: Approves, prepares, or controls budgets.	
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	
COOPERATION: Accepts direction and guidance and cooperates with others.	
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	
DECISION MAKING: Makes proper decisions based on available information.	
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	
PLANNING: Sets goals and identifies resources.	
POLICY: approves, fomulates, or implements policy.	
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	

Name	Category	Weight	1	2	3	4	5
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					✓
Comments: <i>Outstanding</i>							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09				✓	
Comments:							
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09				✓	

Name	Category	Weight	1	2	3	4	5
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
POLICY: approves, fomulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							

**Work Quality Aspects (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Applies job knowledge effectively	
Follows through on work assignments	
Is responsible to instruction	
Pays attention to detail - accuracy	

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Is responsible to instruction	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

**Productivity Aspects (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
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Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level, meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.
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Name	Description
Completes assignments	
Accepts responsibility for work	
Contributes to accomplishing goals, missions, and objectives of Organization/Division	
Is self-motivated	
Manages time effectively	
Meets deadlines	
Plans work (sets goals)	
Prioritizes work	
Works as team member	

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					✓

Name	Category	Weight	1	2	3	4	5
Comments:							

**Safety (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Adheres to safety policies, procedures, and guidelines	
Has knowledge of Organization and other applicable safety policies, procedures, and standards	
Promotes safe working environment	

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					✓
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					✓
Comments:							
Promotes safe working environment	SAFETY.	33.33					✓
Comments:							

**Personal Skills/Attributes (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Ability to perform under adverse conditions	
Adaptability	
Courtesy	
Dependability	
Enthusiasm - positive approach	
Ethics	
Impartiality and fairness	

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓

Name	Category	Weight	1	2	3	4	5
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							

Overall

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**January 9, 2017**

**Evaluation Summary**

***Jeaneen Witt is the consummate fit for Town Manager***

***In Ponce Inlet. It is a pleasure to work with her.***

*Mary Hoss*  
*Town Mayor*

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Councilmember  
Perrone, Seat 4

Evaluation Summary

Employee Name <i>Jeaneen Witt</i>	Position Town Manager/Town Clerk	Direct Manager <i>Town Council</i>
Department Administrative Services	Division	Class Specification Town Manager/Town Clerk
Performance Evaluation <i>Annual</i> Evaluation	Type Periodic	Due Date 01/21/2017
Total Score	Overall Rating	

Rating summary by *Joe Perrone*

Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0)

No Goals have been added for this section

Job Specific Performance Measures (Section Weight: 17)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

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Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	
Perform such other duties as are specified in the Charter or may be required by the Council;	See Town Council goals.
Perform the duties of Town Clerk of the Town;	in addition to the duties of Town Manager, during any period of time that he/she is appointed by the Town Council to do so, without additional compensation.
Perform the duties of Treasurer/Finance Director of the Town;	in addition to the duties of Town Manager, during any period of time that he/she is appointed by the Town Council to do so, without additional compensation.
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	
See that all laws, provisions of this Charter and acts of the Council are faithfully executed;	subject to enforcement by him/her or by officers subject to him/her direction and supervision.
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town; <i>(when appropriate)</i>	Job-Specific Performance Measures.	9.09					✓
Comments:							

Name	Category	Weight	1	2	3	4	5
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09					✓
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Town Clerk of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Perform the duties of Treasurer/Finance Director of the Town;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					✓
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed;	Job-Specific Performance Measures.	9.09					✓
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					✓
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
BUDGETING: Approves, prepares, or controls budgets.	
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	
COOPERATION: Accepts direction and guidance and cooperates with others.	
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	
DECISION MAKING: Makes proper decisions based on available information.	
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	
PLANNING: Sets goals and identifies resources.	
POLICY: approves, fomulates, or implements policy.	
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	

Name	Category	Weight	1	2	3	4	5
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					✓
Comments: <i>Excellent Budgeting Skills</i>							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					✓
Comments: <i>Excellent Communicator</i>							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					✓

Name	Category	Weight	1	2	3	4	5
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
POLICY: approves, formulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					✓
Comments:							

**Work Quality Aspects (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Applies job knowledge effectively	
Follows through on work assignments	
Is responsible to instruction	
Pays attention to detail - accuracy	

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Is responsible to instruction	WORK QUALITY ASPECTS.	25.00					✓
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					✓
Comments:							

**Productivity Aspects (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
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Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.
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Name	Description
Completes assignments	
Accepts responsibility for work	
Contributes to accomplishing goals, missions, and objectives of Organization/Division	
Is self-motivated	
Manages time effectively	
Meets deadlines	
Plans work (sets goals)	
Prioritizes work	
Works as team member	

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					✓
Comments: <i>Excellent at Multi-Tasking.</i>							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					✓
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					✓

Name	Category	Weight	1	2	3	4	5
Comments:							

**Safety (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Adheres to safety policies, procedures, and guidelines	
Has knowledge of Organization and other applicable safety policies, procedures, and standards	
Promotes safe working environment	

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					✓
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					✓
Comments:							
Promotes safe working environment	SAFETY.	33.33					✓
Comments:							

**Personal Skills/Attributes (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Ability to perform under adverse conditions	
Adaptability	
Courtesy	
Dependability	
Enthusiasm - positive approach	
Ethics	
Impartiality and fairness	

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments: <i>Perfect example! Hurricane Matthew</i>							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓

Name	Category	Weight	1	2	3	4	5
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments: Always Courteous.							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments: Extremely Dependable							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments: Always							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					✓
Comments:							

Overall

Jeanneen is the perfect model of the qualities a town manager should have, both with regard to an understanding of her duties, and in the performance of those duties. Pouce Inlet is very lucky to have her as our Town Manager.

*J. Brown*  
1/4/17

Councilmember  
Paritsky, Seat 5

Evaluation Summary

Employee Name <u>Jeanene Witt</u>	Position Town Manager/Town Clerk	Direct Manager <u>Town Council</u>
Department Administrative Services	Division	Class Specification Town Manager/Town Clerk
Performance Evaluation <u>Annual + Evaluation</u>	Type Periodic	Due Date 01/21/2017
Total Score	Overall Rating	

Rating summary by Lois PARITSKY

Developmental Recommendations/Performance Goals and Objectives (Section Weight: 0)

No Goals have been added for this section

Job Specific Performance Measures (Section Weight: 17)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

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Perform the duties of Treasurer/Finance Director of the Town;	in addition to the duties of Town Manager, during any period of time that he/she is appointed by the Town Council to do so, without additional compensation.
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Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	

Name	Category	Weight	1	2	3	4	5
Appoint and remove all subordinate officers and employees of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							

Name	Category	Weight	1	2	3	4	5
Co-sign contracts on behalf of the Town pursuant to the provisions of ordinances or resolutions.	Job-Specific Performance Measures.	9.09					X
Comments:							
Direct and supervise the administration of all departments, offices and agencies of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							
Keep the Council fully advised as to the financial condition and future needs of the Town and make recommendations to the Council concerning the affairs of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							
Make such other reports as the Council may require concerning the operations of Town departments, offices and agencies, subject to his/her direction and supervision;	Job-Specific Performance Measures.	9.09					X
Comments:							
Perform such other duties as are specified in the Charter or may be required by the Council;	Job-Specific Performance Measures.	9.09					X
Comments:							
Perform the duties of Town Clerk of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							
Perform the duties of Treasurer/Finance Director of the Town;	Job-Specific Performance Measures.	9.09					X
Comments:							
Prepare and submit the annual budget, budget message, and capital program to the Council in a form provided by ordinance;	Job-Specific Performance Measures.	9.09					X
Comments:							
See that all laws, provisions of this Charter and acts of the Council are faithfully executed;	Job-Specific Performance Measures.	9.09					X
Comments:							
Submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.	Job-Specific Performance Measures.	9.09					X
Comments:							

**Occupation-Specific Performance Indicator (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
BUDGETING: Approves, prepares, or controls budgets.	
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	
COOPERATION: Accepts direction and guidance and cooperates with others.	
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	
DECISION MAKING: Makes proper decisions based on available information.	
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	
PLANNING: Sets goals and identifies resources.	
POLICY: approves, formulates, or implements policy.	
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	

Name	Category	Weight	1	2	3	4	5
BUDGETING: Approves, prepares, or controls budgets.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
COMMUNICATION SKILLS: Ability to communicate effectively with public either verbal or written.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
COOPERATION: Accepts direction and guidance and cooperates with others.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
CREATIVITY: Devises solutions to organizational problems for which conventional solutions do not apply.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
DECISION MAKING: Makes proper decisions based on available information.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
DELEGATION: Identifies and assigns appropriate tasks to subordinates.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
LEADERSHIP: Elicits cooperation from other toward achieving objectives.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
PERSUASIVENESS: Formulates and presents organizational requirements or positions so as to influence others.	Occupation-Specific Performance Indicator.	9.09					X

Name	Category	Weight	1	2	3	4	5
Comments:							
PLANNING: Sets goals and identifies resources.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
POLICY: approves, formulates, or implements policy.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							
TRAINING AND DEVELOPMENT: Participates in or provides training and development activities.	Occupation-Specific Performance Indicator.	9.09					X
Comments:							

### Work Quality Aspects (Section Weight: 17)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Applies job knowledge effectively	
Follows through on work assignments	
Is responsible to instruction	
Pays attention to detail - accuracy	

Name	Category	Weight	1	2	3	4	5
Applies job knowledge effectively	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Follows through on work assignments	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Is responsible to instruction	WORK QUALITY ASPECTS.	25.00					X
Comments:							
Pays attention to detail - accuracy	WORK QUALITY ASPECTS.	25.00					X
Comments:							

### Productivity Aspects (Section Weight: 17)

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
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Consistently below expected level; did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.
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Name	Description
Completes assignments	
Accepts responsibility for work	
Contributes to accomplishing goals, missions, and objectives of Organization/Division	
Is self-motivated	
Manages time effectively	
Meets deadlines	
Plans work (sets goals)	
Prioritizes work	
Works as team member	

Name	Category	Weight	1	2	3	4	5
Completes assignments	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Accepts responsibility for work	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Contributes to accomplishing goals, missions, and objectives of Organization/Division	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Is self-motivated	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Manages time effectively	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Meets deadlines	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Plans work (sets goals)	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Prioritizes work	PRODUCTIVITY ASPECTS.	11.11					X
Comments:							
Works as team member	PRODUCTIVITY ASPECTS.	11.11					X

Name	Category	Weight	1	2	3	4	5
Comments:							

**Safety (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Adheres to safety policies, procedures, and guidelines	
Has knowledge of Organization and other applicable safety policies, procedures, and standards	
Promotes safe working environment	

Name	Category	Weight	1	2	3	4	5
Adheres to safety policies, procedures, and guidelines	SAFETY.	33.33					X
Comments:							
Has knowledge of Organization and other applicable safety policies, procedures, and standards	SAFETY.	33.33					X
Comments:							
Promotes safe working environment	SAFETY.	33.33					X
Comments:							

**Personal Skills/Attributes (Section Weight: 17)**

1 - Unacceptable Performance	2 - Needs Improvement	3 - Meets Requirement	4 - Exceeds Requirements	5 - Outstanding
Consistently below expected level: did not meet standards and objectives; unacceptable proficiency level	Performance below expected level; does not meet some of the standards and objectives.	Performance at expected level; meets standards and objectives; acceptable proficiency level.	Performance often exceeds expected level; exceeds majority of standards and objections; often demonstrates a high proficiency level.	Performance consistently achieves results rarely achieved by others.

Name	Description
Ability to perform under adverse conditions	
Adaptability	
Courtesy	
Dependability	
Enthusiasm - positive approach	
Ethics	
Impartiality and fairness	

Name	Category	Weight	1	2	3	4	5
Ability to perform under adverse conditions	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Adaptability	PERSONAL SKILLS/ATTRIBUTES.	14.29					X

Name	Category	Weight	1	2	3	4	5
Comments:							
Courtesy	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Dependability	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Enthusiasm - positive approach	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Ethics	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							
Impartiality and fairness	PERSONAL SKILLS/ATTRIBUTES.	14.29					X
Comments:							

Overall

**I believe we are very fortunate to have Jeaneen Witt serving as our Town Manager.**

**She takes great pride in her work and strives to expand upon her already abundant skills and knowledge. Her commitment to our Town is evident in her dedication to improving both the efficiency and quality of the services our Town provides to the residents. This is the hallmark of a great team leader.**

**Jeaneen always ensures that Council members receive meaningful and timely information to help guide policy decisions. She is always available and well informed when questions arise.**

**It is a pleasure to work with someone with her enthusiasm, communication skills and positive "can-do" attitude. I cannot imagine anyone who could better serve our community in this critical role.**

*Lou Pacey*  
1/4/2017