

ADMINISTRATIVE POLICIES AND PROCEDURES

SUBJECT: FINANCE OFFICER'S ANNUAL EVALUATION

EFFECTIVE: April 18, 2016

PURPOSE:

To establish a policy for the annual evaluation of the Finance Officer of the City of Merced.

POLICY:

The Merced City Charter indicates in Article VI, Section 604 that the Finance Officer administers the financial affairs of the City under the direction of the City Manager. The City Council authorizes the City Manager to evaluate the Finance Officer on an annual basis and/or more frequently if requested. The City Manager shall conduct a yearly performance evaluation of the Finance Officer using the new evaluation form and ratings standards. The results will be reviewed in a closed session to include the City Manager and City Council.

PROCEDURE:

1. The City Manager shall conduct an annual performance review of the Finance Officer and complete the new evaluation form, using the updated ratings.
2. The City Manager shall review the performance evaluation with the City Council in a closed session.

APPROVED:

Steven S. Carrigan
City Manager

ATTACHMENTS:

- A. Finance Officer Evaluation Form

**City of Merced
Finance Officer Evaluation**

Please rate the finance officer using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Satisfactory - Meets Council expectations
3	Outstanding - Substantially exceeds Councils expectations

You may include a + or – symbol if employee is on the edge of a rating

Please return your evaluation form to the designated Council member as soon as possible.

Supervision		
Does the finance officer maintain a standard of respect for department head's ability and encourage their initiative? Does he challenge them to perform at their highest level?	Rating	Comments:

Leadership		
Does the finance officer inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?	Rating	Comments:

Execution of Policy		
Does he understand the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:

Community Relations		
Does the finance officer work well with citizens and properly handle their complaints?	Rating	Comments:

Administrative Duties		
Does the finance officer properly handle his administrative duties?	Rating	Comments:

Economic Development

Does the finance officer work well with developers while protecting the city's interest? Does he work to increase the city's tax base through economic development?	Rating	Comments:
---	--------	-----------

Intergovernmental Relations

Does the finance officer cooperate cordially with neighboring communities and citizens while looking after the interests of City of Merced?	Rating	Comments:
---	--------	-----------

City Council Relations

Does the finance officer work well with the city council in making sure there is adequate information available prior to meetings? Is he willing to meet with council members to deal with individual problems and issues?	Rating	Comments:
--	--------	-----------

Planning

Does the finance officer involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle development activities?	Rating	Comments:
---	--------	-----------

Financial Management / Budget

Does the finance officer ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly?	Rating	Comments:
--	--------	-----------

Additional Comments:

Name of Rater: _____

Date: _____