

Alachua County Board of County Commissioners Performance Evaluation

Administrating Official

Name: Michele Liberman	Title: Manager
Evaluation Period: 10/22 to 9/23	

This form shall be completed by each member of the Board to evaluate the designated Administrating Official's performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – **Excellent** (almost always exceeds expectations and performs at very high standard)
- 4 – **Above average** (generally exceed performance expectations)
- 3 – **Satisfactory** (meets performance expectations)
- 2 – **Below average** (generally does not meet performance expectations)
- 1 – **Unsatisfactory** (almost always fails to meet minimum performance expectations)

Each member of the Board should sign the form and forward it to the Human Resources Director.

1. PROFESSIONAL SKILLS AND STATUS

- a. Knowledgeable of current developments affecting the management field and county governments.
- b. Respected in the management profession.
- c. Has a capacity for and encourages innovation
- d. Anticipates problems and develops effective approaches for solving them.
- e. Willing to try new ideas proposed by Board Members or staff.
- f. Interacts with the Board in a collegial and straightforward manner.

PERFORMANCE LEVEL				
1	2	3	4	5
				✓
				✓
			✓	
			✓	
			✓	
			✓	

2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS

- a. Carries out directives of the Board as a whole rather than those of any one Board member.
- b. Assists the Board in resolving problems at the administrative level to avoid unnecessary Board action.
- c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.
- d. Responds to requests for information or assistance by the Board.

PERFORMANCE LEVEL				
1	2	3	4	5
		✓		
			✓	
			✓	
				✓

3. POLICY EXECUTION

- a. Implements Board action in accordance with the intent of the Board.
Supports the actions of the Board after a decision has been reached, both
- b. inside and outside the organization.
- c. Enforces County policies.
- d. Understands County's laws and ordinances
Reviews ordinance and policy procedures periodically to suggest
- e. improvements to their effectiveness.
- f. Professionally executes Board policies and programs through county workforce.

PERFORMANCE LEVEL				
1	2	3	4	5
		✓		
		✓		
			✓	
				✓
			✓	
			✓	

4. REPORTING

- a. Provides the Board with reports concerning matters of importance to the County.
- b. Reports are accurate, comprehensive and produced in a timely manner.
Prepares an agenda which reflects accurate and timely policy analysis and
- c. offers sound recommendations.
- d. Promotes transparency in the documents and affairs of the County government.

PERFORMANCE LEVEL				
1	2	3	4	5
			✓	
			✓	
			✓	
			✓	

5. SUPERVISION

- a. Employs a professional, knowledgeable staff.
- b. Maintains a healthy and productive organizational culture.
- c. Employees are recognized for best practices in the industry.
Employees have training and professional growth opportunities within the
- d. organization
Encourages teamwork, innovation, and effective problem-solving among the
- e. staff members.
Institutes in employees a culture that is focused on customer service and
- f. responsible stewardship.

PERFORMANCE LEVEL				
1	2	3	4	5
				✓
			✓	
				✓
			✓	
			✓	
				✓

6. FISCAL MANAGEMENT

- a. Prepares a balanced budget to provide services at a level directed by the Board.
Makes the best possible use of available funds, to operate the County
- b. efficiently and effectively.
- c. Prepares a budget which is well formatted.
- d. Fiscal management reflects sound financial planning and controls.
- e. Appropriately monitors and manages the fiscal activities of the organization.

PERFORMANCE LEVEL				
1	2	3	4	5
				✓
			✓	
				✓
				✓
				✓

7. CITIZEN / COMMUNITY RELATIONS

- a. Responsive to complaints from citizens.
- b. Demonstrates a dedication to service to the community and its citizens.
- c. Skillful with the news media, avoiding political positions and partisanship. Actively engages citizens in programs, events and initiatives to encourage
- d. citizenship and co-creation.
- e. Willing to meet with members of the community to discuss their concerns.
- f. Engages with community partners on local initiatives.
- g. Avoids unnecessary controversy.
- h. Respected as a community leader.

PERFORMANCE LEVEL				
1	2	3	4	5
				✓
			✓	
		✓		
			✓	
				✓
				✓
			✓	
			✓	

Total All Points: 166 **Divide Total by:** 39 categories **Average:** 4.25

8. What strengths has the Adminstrating Official demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefited from the Administrator's leadership)?

Ms. Lieberman is adept at working to identify opportunities and work with county staff to bring forward ways to improve our facilities and infrastructure. She is skilled at working with the budget office to handle large challenges such as having to absorb fire rescue depts, major changes in benefits and staffing, etc and still present a balanced budget that addresses board priorities.

9. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the Administrating Official to improve these areas?

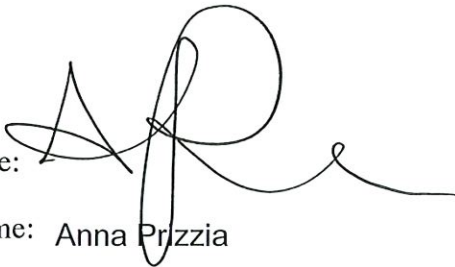
We need focus on how departments collaborate and ensure cross departmental collaboration and support for policy and program implementation. Expanding and strengthening functional working groups and coordination of projects early in their life cycle would assist in this effort. Timing for community collaborations and contracts is slow and complex and leads to frustration and serious lags in implementation. See #1 and involve partners in this instance may be an option to help. Also clear information about contact for partners, more flexibility for working with groups of different sizes and consideration of their needs with right sized policies and collaborative decision making re contracts etc...and overview process documents to help with navigating steps and issues would help.

Communications needs to be focused on board direction and priorities at all times and comms with key partners, such as other local governments and organizational partners needs to be better coordinated.

10. Other comments?

Evaluate the impact and effectiveness of the tools we use to communicate and where/how we are investing resources as we bring on a new team member in this department. I think that a overall marketing and comms plan/strategy that all understand and are a part of across the organization from the board to all depts would be useful.

Signature:

A handwritten signature in black ink, appearing to read 'AP', with a large, stylized loop and a trailing flourish.

Date: 9/28/23

Print name: Anna Prizzia