

Alachua County Board of County Commissioners
Performance Evaluation
Administrating Official

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 exceeds 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

EVALUATION PERIOD: **OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024**

Performance Level
(Directions – for each item, click on “Performance Level” and Choose one of the drop down items on the right)

1.	PROFESSIONAL SKILLS AND STATUS	
a.	Knowledgeable of current developments affecting the management field and county governments.	5 - Excellent
	Comment 1.a. Click or tap here to enter text.	
b.	Respected in management profession.	5 - Excellent
	Comment 1.b. Click or tap here to enter text.	
c.	Has a capacity for and encourages innovation.	5 - Excellent
	Comment 1.c. Click or tap here to enter text.	
d.	Anticipates problems and develops effective approaches for solving them.	5 - Excellent
	Comment 1.d. Click or tap here to enter text.	
e.	Willing to try new ideas proposed by Board Members or staff.	5 - Excellent
	Comment 1.e. Click or tap here to enter text.	

f.	Interacts with the Board in a collegial and straightforward manner.	5 - Excellent
Comment 1.f. Click or tap here to enter text.		

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.	4 - Above Average
Comment 2.a. I see times when clear direction is given by the majority of the board but staff continues to stall on work regarding an issue when there seems to be dissent from a single member.		
b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5 - Excellent
Comment 2.b. Click or tap here to enter text.		
c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5 - Excellent
Comment 2.c. Click or tap here to enter text.		
d.	Responds to requests for information or assistance by the Board.	5 - Excellent
Comment 2.d. Click or tap here to enter text.		

3. POLICY EXECUTION		
a.	Implements Board action in accordance with the intent of the Board.	5 - Excellent
Comment 3.a. Click or tap here to enter text.		
b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	4 - Above Average
Comment 3.b. See above		
c.	Enforces County policies.	5 - Excellent
Comment 3.c. Click or tap here to enter text.		
d.	Understands County's laws and ordinances.	5 - Excellent
Comment 3.d. Click or tap here to enter text.		
e.	Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.	5 - Excellent
Comment 3.e. Click or tap here to enter text.		
f.	Professionally executes Board policies and programs through county workforce.	5 - Excellent
Comment 3.f. Click or tap here to enter text.		
4. REPORTING		
a.	Provides the Board with reports concerning matters of importance to the County.	5 - Excellent
Comment 4.a. Click or tap here to enter text.		
b.	Reports are accurate, comprehensive and produced in a timely manner.	4 - Above Average
Comment 4.b.		

	I think we are working on this with our new positions focused around developing new metrics for our departments and tracking mechanisms and dashboards. When asked reports are provided, but more opportunities to check in regularly and easily by board and public will be appreciated.	
c.	Prepares an agenda which reflects accurate and timely policy analysis and offers sound recommendations.	5 - Excellent
	Comment 4.c. Click or tap here to enter text.	
d.	Promotes transparency in the documents and affairs of the County government.	5 - Excellent
	Comment 4.d. Click or tap here to enter text.	

5.	SUPERVISION	
a.	Employs a professional, knowledgeable staff.	5 - Excellent
	Comment 5.a. Click or tap here to enter text.	
b.	Maintains a healthy and productive organizational culture.	5 - Excellent
	Comment 5.b. Click or tap here to enter text.	
c.	Employees are recognized for best practices in the industry.	5 - Excellent
	Comment 5.c. Click or tap here to enter text.	
d.	Employees have training and professional growth opportunities within the organization	4 - Above Average
	Comment 5.d. More onboarding training and support is needed for staff, particularly those that are in key positions to implement strategic policies of the board, such as equity and economic development. Administrative burdens seem to require a lot of program staff time and limits the ability to always get things done in a timely manner.	
e.	Encourages teamwork, innovation, and effective problem- solving among the staff members.	5 - Excellent
	Comment 5.e. Click or tap here to enter text.	
f.	Institutes in employees a culture that is focused on customer service and responsible stewardship.	5 - Excellent
	Comment 5.f. Click or tap here to enter text.	

6.	FISCAL MANAGEMENT	
a.	Prepares a balanced budget to provide services at a level directed by the Board.	5 - Excellent
	Comment 6.a. Click or tap here to enter text.	
b.	Makes the best possible use of available funds, to operate the County efficiently and effectively.	5 - Excellent
	Comment 6.b. Click or tap here to enter text.	
c.	Prepares a budget which is well formatted.	5 - Excellent
	Comment 6.c. Click or tap here to enter text.	
d.	Fiscal management reflects sound financial planning and controls.	5 - Excellent
	Comment 6.d. Click or tap here to enter text.	
e.	Appropriately monitors and manages the fiscal activities of the	5 - Excellent

	organization	
	Comment 6.e. Click or tap here to enter text.	

7.	CITIZEN/COMMUNITY RELATIONS	
a.	Responsive to complaints from citizens.	4 - Above Average
	Comment 7.a. Several neighbors have provided feedback that they would like to see the manager listening and showing regard for them in public meetings.	
b.	Demonstrates a dedication to service to the community and its citizens.	5 - Excellent
	Comment 7.b. Click or tap here to enter text.	
c.	Skillful with the news media, avoiding political positions and partisanship.	5 - Excellent
	Comment 7.c. Click or tap here to enter text.	
d.	Actively engages citizens in programs, events and initiatives to encourage citizenship and co-creation.	5 - Excellent
	Comment 7.d. I sincerely appreciate that the manager and our staff have embraced our goals for community engagement and have begun building robust and meaningful ways of soliciting input for policy and program development and changes.	
e.	Willing to meet with members of the community to discuss their concerns.	5 - Excellent
	Comment 7.e. Click or tap here to enter text.	
f.	Engages with community partners on local initiatives.	5 - Excellent
	Comment 7.f. Click or tap here to enter text.	
g.	Avoids unnecessary controversy.	5 - Excellent
	Comment 7.g. Click or tap here to enter text.	
h.	Respected as a community leader.	5 - Excellent
	Comment 7.h. Click or tap here to enter text.	

Total All Points: Click or tap here to enter TOTAL POINTS Divide Total by **39** (#of categories)
Average: Click or tap here to enter AVERAGE.

8. What strengths has the Administrating 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)?

Click or tap here to enter text.

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?

Click or tap here to enter text.

10. **Other comments?**

Click or tap here to enter text.

Signature:  _____

Date: 10/8/24 _____

Printed Name: Anna Prizzia _____