

Township of South Orange Village Performance Evaluation Form

ADMINISTRATOR

This performance evaluation is in two sections. The first is an evaluation of the employee's duties, focusing on specific requirements for the job. The second focuses on qualities, competencies and skills. Both should be rated on a scale of 1 - 5 as follows:

- 1 = Poor** (*rarely meets expectations*)
- 2 = Below Average** (*usually does not meet expectations*)
- 3 = Satisfactory** (*meets performance expectations*)
- 4 = Above Average** (*generally exceeds performance expectations*)
- 5 = Excellent** (*almost always exceeds expectations and performs at very high standard*)
- X = Don't Know** (*no basis to evaluate performance*)

Rate 1-5 or X (1 lowest, 5 highest, X don't know):

I. JOB FUNCTIONS

A. VILLAGE ADMINISTRATOR/CHIEF OPERATING OFFICER

The Village Administrator supervises the administration of all Village departments, offices and agencies.

ADMINISTRATION AND HR (INTERNAL):

Supervise the administration of each of the departments, offices and agencies established by ordinance and, for this purpose, prescribe standards and rules of administrative practice and procedure and consult with the heads of departments of the Village government.

Study the organization and operation of any and all departments and other spending agencies.

Rate 1-5 or X (1 lowest, 5 highest, X don't know):

Prescribe and require each department and other spending agency for which village appropriations are made to maintain records and produce reports of their respective work load and performance, expressed in appropriate work units, which he may prescribe or approve for each of the departments and other spending agencies.

Develop and enforce, in cooperation with other department heads, standards and procedures for the most efficient management of the Village government, not inconsistent with the Charter and ordinances of the Village.

Ensure awareness of all department, division, and subdivision operations.

Coordinate the operation and administration of the various departments, divisions and subdivisions, offices and agencies of the Village government to ensure performance of all required duties.

Assist in the preparation of the annual budget and maintain a continuing review and analysis of budget operations, work programs and costs of municipal services.

Administer a uniform purchasing program and assign and reassign, transfer and retransfer from time to time, either temporarily or permanently, any property from one function to another or from one administrative unit to another, as the efficient management of the Village government may require.

Be responsible for the development and administration of a sound personnel system, acting as personnel officer and having full charge of all matters pertaining to personnel administration, subject to the express provisions of this chapter, Title 11, Civil Service, of the Revised Statutes, as amended, and all other applicable general laws.

Report to the Village President annually, during the month of June, on the coverage expiration date and premium of each surety bond and contract of insurance, the nature and terms of outstanding leases where the Village is landlord or tenant, the rent reserved by each lease and their respective expiration dates.

Develop and implement an ongoing program of evaluation on all matters of administrative organization, including the functions and operations of the various departments, committees and boards, and make recommendations to the governing body for improving the effectiveness of the Village government.

Keep the governing body informed on the present and prospective needs of the Village and make specific recommendations with respect to long-range planning and capital improvements.

Issue reports to the governing body on all village affairs which, in the judgment of the Administrator, should be brought to the attention of that body or upon which any member has requested a report.

Act as liaison between the governing body and residents of the Village and to represent that body at meetings with residents, to receive, distribute and take appropriate action with respect to all complaints and requests for information on all village matters and keep the governing body informed with respect thereto, so that government of the municipality can always be responsive to public opinion.

Rate 1-5 or X (1 lowest, 5 highest, X don't know):

Ensure that all terms and conditions imposed in favor of the Village or its residents in any statute, public utility franchise, or contract are faithfully kept and performed and to call the attention of the governing body to any infringement thereof.

Foster a well-informed citizenry by administering relations between the news media and the Village, so as to promote fair and impartial reporting of actions of the governing board and of other village activities and affairs.

Maintain general administrative relationships between the Village and federal, state, county and municipal agencies and representatives and to provide a channel of communication between the Board of Education and the governing body.

Perform such other and further duties as may be assigned to said Village Administrator by virtue of other ordinances contained within this South Orange Village Code or as a result of resolutions duly adopted by the Board of Trustees.

FISCAL MANAGEMENT:

Works effectively with the Board to prepare a balanced budget

Makes the best possible use of available funds, conscious of the need to operate the Village efficiently and effectively

Prepares budget is in an intelligent but readable format

Possesses awareness of the importance of financial planning and control

Maintains satisfactory financial records

MONITORING FINANCIAL AFFAIRS:

Establishes and monitors internal control procedures

Maintains a continuing review and analysis of budget operations, work programs and costs of municipal services

Prepares adequate reports on financial issues

SUPERVISION:

Supervises financial personnel effectively

COMMUNICATION:

Rate 1-5 or X (1 lowest, 5 highest, X don't know):

Communicates with governing body on financial concerns

RECEIPT/DISBURSEMENT OF FUNDS:

Maintains accurate accounts for receipts and disbursements

Receipt, safekeeping and disbursement of all funds is made pursuant to law and the direction of the Board of Trustees

Preparation of payroll and maintenance of payroll records is performed as required by law

INVESTMENT/BOND ISSUES:

Insures proper investment of Village monies

Assists in the preparation of bond issues

II. QUALITIES/COMPETENCIES/SKILLS

A. PERSONAL

Is appropriately diligent and thorough in the discharge of duties

Composure, temperament and attitude fitting for an individual in his executive position

Is viewed as fair towards personnel

Communicates and enforces high standards of performance

B. PROFESSIONAL SKILLS AND STATUS

Knowledgeable of current developments affecting the management field and affecting Village government

Has a capacity for and encourages innovation

Anticipates problems and develops effective approaches for solving them

Willing to try new ideas proposed by Board or staff

C. RELATIONS WITH BOARD

Rate 1-5 or X (1 lowest, 5 highest, X don't know):

Carries out directives of the Board as a whole rather than those of any one Board member
Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action
Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board
Responds promptly to requests for information or assistance by the Board and Board members
Informs the Board of administrative developments
Receptive to constructive criticism and advice
Acts on such feedback to change his behavior

D. POLICY EXECUTION

Implements Board action in accordance with the intent of the Board
Supports the actions of the Board after a decision has been reached
Executes Village policies based on best interests of community
Enforces Village policies
Knows about and understands Village's laws and ordinances
Reviews enforcement procedures periodically to improve effectiveness
Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration

E. REPORTING

Provides the Board with reports concerning matters of importance to the Village
Reports are accurate, efficiently presented and comprehensive
Reports are generally produced through own initiative rather than when requested by the Board
Prepares a sound agenda that prevents trivial administrative matters from being reviewed by the Board

F. CITIZEN RELATIONS

Responsive to complaints from citizens
Dedicated to the community and its citizens
Skillful with the news media, avoiding political positions and partisanship
Has the capacity to listen to others and to recognize their interests-- works well with others
Willing to meet with members of the community to discuss their real concerns
Cooperates with neighboring communities

Rate 1-5 or X (1 lowest, 5 highest, X don't know):

Cooperates with the County, State, and Federal governments

Cooperates with other organizations within the Village

G. STAFFING

Recruits competent personnel for Village positions

Retains competent personnel for Village positions

Is aware of staff weaknesses and works to improve their performances

Moves appropriately to terminate incompetent personnel

Accurately informed and concerned about employee relations

Professionally administers the merit system

H. SUPERVISION

Encourages Department Heads to make decisions within their own jurisdictions without Administrator approval, yet maintains general control of administrative operations

Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs

Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the Administrator's office

Evaluates personnel periodically, and points out management weaknesses and strengths