



City of Venice Charter Officer Performance Appraisal, to be completed by Councilmembers annually by June 15: **City Attorney version**

Rate the Charter Officer on this scale:

**1.0 (U) Unacceptable:** Performance results clearly and consistently fail to meet job requirements. Employee demonstrates unwillingness or inability to improve **(requires justification)**.

**2.0 (I) Needs Improvement:** Performance results are inconsistent. Performance often fails to meet the job requirements. Employee demonstrates some willingness or ability to improve **(requires justification)**.

**3.0 (S) Satisfactory:** Performance results are consistently at acceptable levels and regularly meet the job requirements. Employee demonstrates willingness and ability to meet an acceptable performance level.

**4.0 (S+) Above Satisfactory:** Performance results meet all job requirements and sometimes exceed job requirements. Employee demonstrates a desire and ability to exceed the standard performance level and often does more than what is expected **(requires justification)**.

**5.0 (E) Excellent Performance:** Performance consistently achieves and exceeds job requirements. Employee seeks out opportunities for ways to better achieve results and consistently demonstrates an exceptional desire and ability to exceed standard performance **(requires justification)**.

Rating Areas:

1. Legal Counsel Responsibility: Advising on legal issues for the city by rendering legal opinions and providing legal advice				
1.0 (U)	2.0 (I)	3.0 (S)	4.0 (S+)	5.0 (E)
COMMENTS:				

2. Budgeting and Financial Management				
1.0 (U)	2.0 (I)	3.0 (S)	4.0 (S+)	5.0 (E)
COMMENTS:				

3. Job Knowledge: Possesses and applies comprehensive understanding and knowledge of the city's Charter, Code of Ordinances, Florida Statutes and municipal law				
1.0 (U)	2.0 (I)	3.0 (S)	4.0 (S+)	5.0 (E)
COMMENTS:				

4. Leadership / Supervision				
1.0 (U)	2.0 (I)	3.0 (S)	4.0 (S+)	5.0 (E)
COMMENTS:				

5. City Knowledge: Demonstrates a comprehensive understanding of city operations				
1.0 (U)	2.0 (I)	3.0 (S)	4.0 (S+)	5.0 (E)
COMMENTS:				

6. Ethics and Integrity				
1.0 (U)	2.0 (I)	3.0 (S)	4.0 (S+)	5.0 (E)
COMMENTS:				

7. Communication				
1.0 (U)	2.0 (I)	3.0 (S)	4.0 (S+)	5.0 (E)
COMMENTS:				

CHARTER OFFICER GOALS AND OBJECTIVES FOR THE COMING FISCAL YEAR:

1.
2.
3.
4.

ASSESSMENT OF CHARTER OFFICER PROGRESS ON GOALS AND OBJECTIVES FOR THE CURRENT FISCAL YEAR:

1.
2.
3.
4.

COUNCILMEMBER GENERAL COMMENTS:

CHARTER OFFICER GENERAL COMMENTS:

CHARTER OFFICER SIGNATURE & DATE:

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COUNCILMEMBER SIGNATURE AND DATE:

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