

POLICY ID: <i>HR-015</i>	TITLE: <i>Evaluation-Village Administrator</i>		
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:		DATE:
EFFECTIVE DATE: <i>Immediate</i>			<i>04/26/2022</i>
APPLIES TO: <input checked="" type="checkbox"/> FLSA EXEMPT-Village Administrator			
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose:

The Village wishes to retain a highly-skilled individual as the Village Administrator to ensure the efficient operations of the Village while also defining how the Village Board will evaluate this employee.

Procedure:

The Village shall create a temporary file that will be held by the clerk that would be used to hold any written notice of positive or negative performance notices submitted by elected officials, committee volunteers or employees.

The evaluation of the Village Administrator shall occur as two parts. There shall be a yearly evaluation on the Village Administrator's job anniversary. There shall also be a quarterly check in meeting with the Village Board.

Temporary file

The Village Clerk shall create a temporary file that shall be used to hold any written notice of positive or negative performance notices submitted by elected officials, committee volunteers or employees.

Yearly Evaluation

Each year, in the month of the job anniversary date of the Administrator, the Village Administrator will complete sections one through three of the attached form and submit it to the Village President.

In the month of the job anniversary date of the Administrator, each of the Village Board members shall complete parts one and two of the attached form. The elected officials' surveys will be signed and placed within the personnel file of Village Administrator.

Each department head with six or more months of employment with the Village will complete part three of the attached form. The department heads will submit the form via email or postal mail back to the Village Clerk. The Village Clerk will then send a copy of the completed forms out to each of the Village Board members and the Village President. These evaluations shall be kept confidential with the scores for each question being provided to the Village Administrator by the Village President after the evaluation has been completed. A summary of the 360 comments can be provided by the Village Board to the Village Administrator.

The Village Board will meet in closed session to evaluate and discuss the answered they arrived at, discussing any or all questions individually. Ideally, the Village Board will arrive at a consensus for each point, but this is not necessary.

During the same closed session, the Village Board will consider the answers provided by the department heads in part three that were provided to the Village President.

Finally the Village Board will evaluate the administrator's performance in achieving the goals that were set by the Village Board for the Administrator during the preceding evaluation period. In the case where no yearly goals have been established by the Village Board, such as when a new Administrator is in office, the Village Board will create goals and then skip scoring for this section of the evaluation until the subsequent year.

Quarterly check-in

The Village Board will meet quarterly in closed session to evaluate goal performance updates and any written notices provided to the Village Clerk that shall be held in the temporary file. The writer of a notice, that the Village Board is reviewing, shall be called upon by the Village Board to explain their reasons for the notice and to answer questions relating to the notice. Any notices without the writer present for questioning will be assumed to be without merit. The Village Administrator will be present for this questioning and be given a full opportunity to respond.

Once any notices are heard, the Village Board will then excuse all but the board members and discuss as to whether or not the notice will move to the administrator's permanent personnel file. During closed session the Village Board will make a motion to place the item on file if the Village Board so wishes.



Village of Kronenwetter Village Administrator Evaluation Survey

Part 1-Measurables

INSTRUCTIONS-Each Board member should take the time and thought to score each statement below carefully. DO

NOT GUESS! Most questions are about everyday activities, but if you are **not** in a position to have had the personal experience in observing some of these various qualities, score "N" for not applicable or "unknown." If you make an "N" score, it effectively removes that item from your survey without unfairly skewing the overall score. This **should not be confused with the absence of certain performance quality** when it should reasonably have been present and observed at some point by the scorer.

Scoring:

N – Unknown; the Village will remove the from the total and average,

0 – Unacceptable, 1 - Needs improvement, 2 – Marginally met expectations, 3 – Met expectations,

4 – Exceeded expectations, 5 – Outstanding

1. Traits

A. _____ Approaches the job/tasks in an enthusiastic manner. Displays an overall positive and helpful attitude. Exhibits mental and physical stamina appropriate for the position and willingness to spend the time necessary to do a good job. (Comments, and/or examples):

B. _____ Follows through on promises. Exhibits honesty and integrity in all relationships, inspiring trust and confidence in himself and in our government. (Comments, and/or examples):

C. _____ Freely admits to errors, before they are pointed out by others and willing to accept accountability. Exhibits diligence toward self-improvement. (Comments, and/or examples:)

D. _____ Has proven to be professionally honest, forthright, and dependable in relating to staff and officials. (Comments, and/or examples:)

E. _____ Deals effectively with pressure, handling stressful situations appropriately, and performing quickly, positively, and effectively. (Comments and/or examples:)

F. _____ Demonstrates a capacity for innovation, creativity, and foresight and has created effective solutions by using originality in approaching problems. (Comments, and/or examples:)

G. _____ Takes a rational, impersonal, and unbiased viewpoint based on facts and qualified opinions. Can put aside his or her personal feelings when considering the community's best interest. (Comments and/or examples:)

H. _____ Supports the actions of the elected body, both inside and outside the organization, after a decision has been reached. (Comments, and/or examples:)

I. _____ Does not breach personal or official confidentiality expectations. (Comments, and/or examples:)

_____ Total Section Score / _____ questions = _____ average score

2. Communication

A. _____ Able to relay information with a high level of clarity and understanding both verbally and written. (Comments, and/or examples:)

B. _____ Provide the elected body with reports (written and/or verbal) that are reliably accurate, comprehensive, and concise, concerning matters of importance to the Village in a timely fashion and to all members of the elected body. (Comments, and/or examples:)

C. _____ Establish and maintain procedures to facilitate communications between citizens, staff, and elected officials and the Village government and ensure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible Village official or officer. (Comments, and/or examples:)

D. _____ Completes follow-up on all issues of concern. (Comments, and/or examples:)

_____ Total Section Score / _____ questions = _____ average score

3. Productivity

A. _____ Consistently produces accurate, clear, and thorough work, that is technically skilled
(Comments, and/or examples:)

B. _____ Ensures that actions and decisions reflect an appropriate level of responsibility for financial planning and budgetary accountability; makes the best possible use of available funds, conscious of the need to operate the organization in an efficient and effective manner.
(Comments, and/or examples:)

C. _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness. Offers workable alternatives to the elected body for changes in law or policy when an existing policy or ordinance is no longer practical.

(Comments, and/or examples:)

D. _____ Provides ideas that effectively improve village governance, such as efficiency, cost-effectiveness, public service or trust, etc.

(Comments, and/or examples:)

E. _____ Prepares, a sound, well-organized meeting agenda with clear staff, reports reasonably describing the issues and outlining more than one alternative action.

(Comments, and/or examples:)

F. _____ Sets meeting agendas that reflect the guidance and requests of department heads, chairpersons, or elected officials and avoids unnecessary involvement in body decisions.

(Comments, and/or examples:)

G. _____ Creates and implement successful strategies for economic development in the Village.

(Comments, and/or examples:)

H. _____ Actively administrates the Village's TIF programs and is instrumental in advancing their development.

(Comments, and/or examples:)

I. _____ Reports to the Village Board at regular meetings regarding activities of the Administrator, including economic development efforts.

(Comments, and/or examples:)

J. _____ Interprets and administers the Village's Human Resource Policies and make recommendations to the Village Board regarding amendments and/or updates to such documents when necessary.

(Comments and/or examples:)

K. _____ Reviews engineering agreements, contracts and the work of engineering consultants for compliance with engineering standards and Village requirements.

(Comments, and/or examples:)

L. _____ Remains informed concerning the availability of Federal, State, and County grants, matching funds, and other funds for local programs. Seeks and successfully obtains such fund within approved Village guidelines.

(Comments, and/or examples:)

M. _____ Regularly monitors all current State statutes, Village ordinances and resolutions and administrative rules, taking appropriate action within the Village to comply with them, and submits appropriate reports and recommendations thereon to the Board.

(Comments, and/or examples:)

N. _____ Understands and is knowledgeable about the needs of the community. Encourages and considers community input. Requests feedback from the community on the performance of the organization.

(Comments, and/or examples:)

_____ Total Section Score / _____ questions = _____ average score

4. KNOWLEDGE/SKILLS

A. _____ Demonstrates complex analytical skills and superior judgment in the performance of duties.

(Comments, and/or examples:)

B. _____ Evaluates programs and services for efficiency and effectiveness (e.g., opportunities for cost reduction, revenue enhancement, incorporation of supplemental resources).

(Comments, and/or examples:)

C. _____ Provides expert interpretation and technical advice on financial matters.

(Comments, and/or examples:)

D. _____ Shows a determination to work effectively within resource limitations, and within the authorized authority.

(Comments, and/or examples:)

E. _____ Demonstrates expert technical knowledge and strategies regarding TID development rules, laws, and procedures.

(Comments, and/or examples:)

F. _____ Is able to independently analyze and interpret government publications, regulations, statutes, as well as legal reports as needed.

(Comments, and/or examples:)

G. _____ Consistently provides clear, accurate, objective and comprehensive information to support recommendations to the Village Board.

(Comments, and/or examples:)

H. _____ Demonstrates originality and ingenuity as needed. Applies knowledge in a direct way to provide effective, pragmatic solutions and advice.

(Comments, and/or examples:)

I. _____ Understands, supports, and enforces local government's laws, policies, and ordinances.

(Comments, and/or examples:)

J. _____ Evaluates and successfully implements current technology.

(Comments, and/or examples:)

_____ Total Section Score / _____ questions = _____ average score

Please transfer all of the scores from the above section to this area for final tabulation.

Score 1. - Traits

_____ Total Section Score / _____ questions = _____ average score

Score 2. - Communication

_____ Total Section Score / _____ questions = _____ average score

Score 3. - Productivity

_____ Total Section Score / _____ questions = _____ average score

Score 4. - Knowledge/Skills

_____ Total Section Score / _____ questions = _____ average score

Total Score for Part 1-Measurables, add the averages of each section together from sections one through four

_____ Total average score

Part 2 Goal Setting

INSTRUCTIONS-Each Village Board member will be provided a list of the Village Board set goals for the Administrator in the preceding year. Please use the rating format below to evaluate how the Village Administrator met the goals that were approved by the Village Board.

Score (circle one)

0 – Unacceptable, 1 - Needs improvement, 2 – Marginally met expectations, 3 – Met expectations,
4 – Exceeded expectations, 5 – Outstanding

Objective 1 _____

Performance Rating Achieved _____

(Comments, and/or examples:)

Objective 2 _____

Performance Rating Achieved _____

(Comments, and/or examples:)

Objective 3 _____

Performance Rating Achieved _____

(Comments, and/or examples:)

Summary of Evaluation

Part One, **Measurables** - Score _____

Part Two, Achievement of Goals – Score _____

Part Three , Department Head Survey _____



**Part 3: Village of Kronenwetter Village
Administrator Department Head Review of
Management/Leadership/Supervision**

INSTRUCTIONS-Each Department Head should take the time and thought to score each statement below carefully. DO NOT GUESS! Most questions are about everyday

activities, but if you are **not** in a position to have had the personal experience in observing some of these various qualities, score "N" for not applicable or "unknown." If you make an "N" score, it effectively removes that item from your survey without unfairly skewing the overall score. This **should not be confused with the absence of certain performance quality** when it should reasonably have been present and observed at some point by the scorer.

The results of this survey will be shared with the Village Board and will be kept confidential . The results of this will be advisory to the Village Board's overall evaluation process of the Village Administrator

A. ____ Emphasizes development and enhancement of the skills of all employees. Ensures that employees receive adequate opportunities for training and has personally engaged in development of staff, sharing useful knowledge, experience, and advice.

(Comments, and/or examples):

B. ____ Prepares contingency plans to deal with the sudden absence of the Administrator or any department head, and has reviewed these plans with the staff.

(Comments, and/or examples):

C. ____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level.

(Comments, and/or examples):

D. ____ Displays unbiased integrity, fairness, and honesty in dealing with staff, elected officials, and the public.

(Comments, and/or examples):

E. _____ Avoids unnecessary controversy and drama; does not tolerate office politics, gossip, or backbiting.

(Comments, and/or examples):

F. _____ Remains informed concerning the availability of Federal, State and County grants, matching funds and other funds for local programs and assists, trains, and supervises department heads in seeking such funds.

(Comments, and/or examples):

G. _____ Encourages teamwork, innovation, and effective problem solving among the staff members. Leads by example.

(Comments, and/or examples):

H. _____ Knows when to delegate effectively while maintaining supervisory responsibility for outcomes.

(Comments, and/or examples):

I. _____ Recruits and takes steps to retain competent personnel for staff positions; ensures the fair and equitable treatment of employees.

(Comments, and/or examples):

J. _____ Actively listens and seeks input to continually improve service.

(Comments, and/or examples):

K. _____ Demonstrates ability to resolve conflict with others in a positive, tactful, and timely manner.
(Comments, and/or examples):

L. _____ Shares information and resources with personnel in the organization in a clear and timely manner. Keeps department heads informed of relevant information, issues, and changes.
(Comments, and/or examples):

M. _____ Uses tact and discretion when dealing with sensitive information.
(Comments, and/or examples):

N. _____ Completes performance reviews on time with no surprises and thorough explanations.
(Comments, and/or examples):

O. _____ Engages in timely recognition of work that exceeds expectations.
(Comments, and/or examples):

P. _____ Leads by example; behavior sets an example to others.
(Comments, and/or examples):

_____ Total Section Score / _____ questions = _____ average score

Manager Feedback Survey

While this is a confidential survey, keep in mind that the Village will provide a summarized version of all comments with the Administrator.

Additional comments/summary of the Village Administrator manager performance:

Additional comments to the Village Board that you feel would improve the workplace environment (not necessarily related To the Village Administrator performance):



Part 3: Village of Kronenwetter Village Administrator Department Head Review of Management/Leadership/Supervision

INSTRUCTIONS - Each Department Head should take the time and thought to score each statement below carefully. DO NOT GUESS! Most questions are about everyday activities, but if you are **not** in a position to have had the personal experience in observing some of these various qualities, score "N" for not applicable or "unknown." If you make an "N" score, it effectively removes that item from your survey without unfairly skewing the overall score. This **should not be confused with the absence of certain performance quality** when it should reasonably have been present and observed at some point by the scorer.

The results of this survey will be shared with the Village Board and will be kept confidential. The results of this will be advisory to the Village Board's overall evaluation process of the Village Administrator

A. ____ Emphasizes development and enhancement of the skills of all employees. Ensures that employees receive adequate opportunities for training and has personally engaged in development of staff, sharing useful knowledge, experience, and advice.

(Comments, and/or examples):

B. ____ Prepares contingency plans to deal with the sudden absence of the Administrator or any department head, and has reviewed these plans with the staff.

(Comments, and/or examples):

C. ____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level.

(Comments, and/or examples):

D. _____ Displays unbiased integrity, fairness, and honesty in dealing with staff, elected officials, and the public.

(Comments, and/or examples):

E. _____ Avoids unnecessary controversy and drama; does not tolerate office politics, gossip, or backbiting.

(Comments, and/or examples):

F. _____ Remains informed concerning the availability of Federal, State and County grants, matching funds and other funds for local programs and assists, trains, and supervises department heads in seeking such funds.

(Comments, and/or examples):

G. _____ Encourages teamwork, innovation, and effective problem solving among the staff members. Leads by example.

(Comments, and/or examples):

H. _____ Knows when to delegate effectively while maintaining supervisory responsibility for outcomes.

(Comments, and/or examples):

I. _____ Recruits and takes steps to retain competent personnel for staff positions; ensures the fair and equitable treatment of employees.

(Comments, and/or examples):

J. _____ Actively listens and seeks input to continually improve service.

(Comments, and/or examples):

K. _____ Demonstrates ability to resolve conflict with others in a positive, tactful, and timely manner.

(Comments, and/or examples):

L. _____ Shares information and resources with personnel in the organization in a clear and timely manner. Keeps department heads informed of relevant information, issues, and changes.

(Comments, and/or examples):

M. _____ Uses tact and discretion when dealing with sensitive information. (Comments, and/or examples):

N. _____ Completes performance reviews on time with no surprises and thorough explanations.

(Comments, and/or examples):

O. _____ Engages in timely recognition of work that exceeds expectations.

(Comments, and/or examples):

P. _____ Leads by example; behavior sets an example to others.

(Comments, and/or examples):

_____ Total Section Score / _____ questions = _____ average score

Manager Feedback Survey

While this is a confidential survey, keep in mind that the Village will provide a summarized version of all comments with the Administrator.

Additional comments/summary of the Village Administrator manager performance:

Additional comments to the Village Board that you feel would improve the workplace environment (not necessarily related To the Village Administrator performance):
