

**Alachua County Board of County Commissioners
Performance Evaluation**

County Attorney

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 Chairman.

EVALUATION PERIOD: _____ TO: _____

1. PROFESSIONAL SKILLS AND STATUS	5	4	3	2	1
a. Legal advice provided has proven to be accurate and technically correct.					
b. Is respected within the legal profession.					
c. Possesses an efficient and effective knowledge of the County's Code of Laws and regulations, state statutes and federal laws.					
d. Possesses an efficient and effective knowledge of case law and other government's regulations regarding local governments and issues facing the County.					

2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	5	4	3	2	1
a. Communicates effectively with the Board, staff and the community.					
b. Responds in a timely manner to requests made by the Board.					
c. Proactively anticipates and identifies potential legal consequences to proposed Board action.					
d. Maintains the Board's and County staff's confidence in the performance of his/her duties.					

3.	LEGAL REPRESENTATION	5	4	3	2	1
a.	Aggressively represents the County's interests as directed by the Board.					
b.	Approach is effective in achieving the best possible legal outcomes for the County's interests given the issues that arise.					
c.	Represents the County in a professional and ethical manner.					
d.	Impartially and objectively performs his/her duties and responsibilities.					
e.	Estimates of legal impacts are reasonably accurate on a regular basis.					
f.	Regularly provides the scope of legal expertise necessary to meet the County's needs on issues that arise, either himself/herself, through staff, or other available resources.					
g.	Maintains confidentiality with regard to all matter discussed with the Board and County staff.					

4.	REPORTING	5	4	3	2	1
a.	Provides the Board with reports concerning matters of importance to the County.					
b.	Reports are accurate, comprehensive, and produced in a timely manner.					

5.	STAFFING	5	4	3	2	1
a.	Recruits and retains competent personnel.					
b.	Accurately informed and concerned about employee relations.					
c.	Promotes training and development opportunities for attorneys and staff.					

6.	SUPERVISION	5	4	3	2	1
a.	Encourages staff to make decisions within their own areas of responsibility and job descriptions, yet maintains general control of all legal operations.					
b.	Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for the completion of their assignments.					
c.	Has developed a friendly and informal relationship with the work force as a whole, yet maintains the prestige and dignity of the County Attorney's Office.					
d.	Evaluates personnel periodically and addresses any needed improvements, as well as recognizes accomplishments.					
e.	Encourages teamwork, innovation, and effective problem-solving among the attorneys and staff.					

7.	FISCAL MANAGEMENT	5	4	3	2	1
a.	Prepares a balanced budget to provide services at a level directed by the Board.					
b.	Appropriately monitors and manages the fiscal activities of the County Attorney's Office.					

Total All Points: _____ Divide Total by: 27 (#of categories) Average: _____

8. What strengths has the County Attorney 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 Attorney's leadership)?

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

10. Other comments?

Signature: _____ Date: _____