

COAST LIFE SUPPORT DISTRICT

DISTRICT ADMINISTRATOR BOD EVALUATION

NAME:

DATE:

HIRE DATE:

TYPE OF REVIEW:

REVIEW PERIOD:

PURPOSE: TO EVALUATE THE DISTRICT ADMINISTRATOR'S OVERALL PERFORMANCE, PROMOTE COMMUNICATION, PROVIDE USEFUL FEEDBACK AND TO IDENTIFY FUTURE GOALS.

RATING SCALE & INSTRUCTIONS:

ENTER THE **OVERALL** NUMERICAL RATING NEXT TO EACH PERFORMANCE AREA
PLEASE INCLUDE ANY/ALL COMMENTS USING THE BACK OF THIS DOCUM

5 = OUTSTANDING	EXCEPTIONAL PERFORMANCE, FAR EXCEEDS EXPECTATIONS PLEASE COMMENT
4 = EXCEEDS EXPECTATIONS	CONSISTENTLY EXCEEDS NORMAL EXPECTATIONS & REQUIREMENTS
3 = MEETS EXPECTATIONS	EXPECTED PERFORMANCE LEVEL
2 = IMPROVEMENT NEEDED	DOES NOT CONSISTENTLY MEET STANDARDS COMMENT REQUIRED
1 = UNSATISFACTORY	CONSISTENTLY DEFICIENT IN MEETING MOST STANDARDS COMMENT REQUIRED

PERFORMANCE AREAS BEING REVIEWED:

FINANCIAL MANAGEMENT

OVERALL RATING:

Please consider:

- Does the DA prepare an annual budget that meets the goals & objectives of the District as set by the Finance Committee?
- Does the DA consider the fiscal impact of decisions?
- Does the DA adhere to budget guidelines?
- Does the DA keep the Finance Committee, the Treasurer of the BOD and the full BOD up to date with clear presentations?
- Does the DA maintain good annual audit controls as demonstrated by audit results?

MANAGEMENT OF THE ORGANIZATION

OVERALL RATING:

Please consider:

- Does the DA effectively administer and direct the activities of the District?
- Does the DA establish and maintain an organizational structure that successfully accomplishes the District's goals and objectives?
- Does the DA communicate well at all levels?
- Does the DA set high expectations and lead by example?
- Does the DA assure compliance with all federal, state, and local laws?

BOARD COMMUNICATIONS

OVERALL RATING:

Please consider:

- Does the DA keep the BOD informed with well prepared, concise presentations?
- Does the DA respond proactively to suggestions & guidance from the BOD?
- Does the DA keep the BOD informed about the District's activities, progress, and problems?

EFFECTIVE LEADERSHIP

OVERALL RATING:

Please consider:

- Does the DA demonstrate a positive attitude towards the CLSD, the team and constituents?
- Does the DA develop a sense of teamwork within CLSD, the team and constituents?
- Does the DA provide leadership to the District staff?
- Is the DA a team builder & mentor?
- Is the DA able to make tough decisions?

PRODUCTIVITY & INITIATIVE

OVERALL RATING:

Please consider:

- Uses their time and resources to maximize the volume of work?
- Is the DA able to oversee multiple projects?
- Is the DA successful at delegating?
- Does the DA stay current with new technology, equipment, programs, and services to effectively serve the District?
- Does the DA initiate & complete goals for self-improvement and skill development?

PARTNERSHIPS

OVERALL RATING:

Please consider:

- Does the DA develop and maintain cooperative relations with other agencies?
- Does the DA actively participate and network with other agencies to improve to the community?
- Does the DA work successfully with a variety of groups?
- Does the DA actively participate in industry associations?

PUBLIC OUTREACH & COMMUNITY RELATIONS

OVERALL RATING:

Please consider:

- Does the DA communicate the District's policies and programs to the public well?
- Does the DA represent the District successfully at community events?
- Is the DA approachable at handling conflict & confrontation?
- Is the DA effective with the media?
- Does the DA present a positive picture of the District to the community?

Please submit up to three goals you would like the DA to achieve during the upcoming year.

GOALS FOR THE COMING YEAR:

FURTHER COMMENTS BY REVIEWER:

SIGNED: _____

DATE:

I acknowledge that I have received a copy of this Performance Review and have had an opportunity to read and discuss it with the President of the Board of Directors of Coast Life Support District.