

POLICY TITLE: Performance Evaluations - General Manager
POLICY NUMBER: 2175

2175.1 The General Manager of the District is retained and serves at the will of the Board of Directors. The Board of Directors shall review the performance of the General Manager after the initial six (6) months of service after appointment and then annually thereafter, using a process that provides for discussion and encourages feedback in the development of goals and the performance evaluation.

2175.1.1 After the initial review, these performance evaluations shall be done between January 1st and March 31st of each year or on another date mutually acceptable to the Board of Directors and the General Manager. The Board Secretary shall maintain a notification system that tracks the date when the evaluation is due to ensure the Board agenda is properly noticed and to provide adequate advance notice to the Board and the General Manager.

2175.2 The performance evaluations should occur in closed session.

2175.2.1 To aid in its review of the General Manager, the Board of Directors shall use the two (2) page form titled "General Manager - Performance Review" which follows. The form will be completed prior to the formal performance review session. Directors shall prepare input on the form prior to the Board of Directors meeting.

2175.3 During the scheduled closed session(s), the Board should meet as a group with the General Manager to verbally discuss the components of the performance evaluation and received feedback from the General Manager relative to his/her assessment. If requested by the Board and/or the General Manager, the District's Legal Counsel may attend the evaluation session.

Following the meeting with the General Manager, the Board shall meet and determine an overall evaluation of the General Manager's performance for the past review period and provide written notification to the General Manager of the assessment and any recommended compensation adjustment, as appropriate. A copy of this written assessment should be provided to the General Manager and a copy kept in the General Manager's personnel file. The performance evaluation shall be kept confidential. Any decision on a compensation award shall be made at a public meeting following the closed session evaluation meeting.

2175.4 The Board of Directors and General Manager should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period.

Revised, Approved and Adopted February 27, 2018

General Manager
Performance Review

January 28, 2025

5 – Outstanding 4 – Excellent 3 – Satisfactory 2 – Needs Improvement 1 – Unsatisfactory

Score

A. Board/Manager Relationship

Provides sufficient staff reports and related agenda materials to allow for effective Board discussion/decision making. Provides information to Board members in a timely manner. Obtains and evaluates relevant information and implements or recommends appropriate solutions to problems.

Displays a professional attitude/image that assures public confidence in management staff. Makes effort to be accessible and provides consistent and equal treatment to Board members.

B. COMMUNITY RELATIONS

Represents the District well in presentations to civic groups, media and the public and provides a positive, professional image. Develops cooperative working relationships with outside governmental agencies and other outside groups.

Promotes community involvement in the District.

Enhances community understanding of District's goals and objectives. Deals openly with conflict and District problems. Handles individual citizen's complaints well; creates a "satisfied customer".

C. LEADERSHIP

Assumes leadership in establishing the immediate and long-range objectives for the District.

Makes use of sound administrative practices, understanding the distinction between leading and directing.

Demonstrates original thinking, ingenuity, and creativity by introducing new strategies or courses of action. Coordinates activities between departments.

Plans effectively and delegates responsibility and decision making appropriately. Supports innovative problem-solving by involving others in identifying and implementing better methods and procedures.

Demonstrates collaborative leadership by engaging, developing and connecting with staff. Listens to and empowers staff to lead their areas of expertise. Leads by example – brings out the best in staff by setting high expectations.

D. COMMUNICATION SKILLS

Promotes and engages in two-way communication.

Is accessible to Board members, staff and citizens. Is open and accepting of new ideas, suggestions and concerns.

Writes clear and concise memos, letters, and reports which convey all relevant information using words and phrases appropriate to the audience.

Clearly and concisely communicates ideas, information, problems, and questions using language appropriate to the listener.

E. MANAGING FINANCIAL AND MATERIAL RESOURCES

Identifies revenue enhancements and cost saving to ensure the District accomplishes important short-term and long-term goals.

Demonstrates original thinking, ingenuity, and creativity by introducing strategies or courses of action.

Plans, implements, and directs a comprehensive financial program for the District's long range and economic development.

F. HUMAN RELATIONS SKILLS

Consistently strives to be fair and consistent in working relationships, and shows respect for others. Shows appreciation for the contributions of staff.

Is straight-forward in communications, and is capable of being firm when circumstances warrant. Uses criticism constructively and objectively, while demonstrating sensitively to the feelings of others.

Follows up recommendations, concerns, or complaints as promptly as possible.

G. OVERALL EVALUATION	
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REMARKS/COMMENTS:

Board President

January 28, 2025

Date

General Manager

January 28, 2025

Date

Goals: