


			
	CATEGORY RATING DEFINITIONS			
4	<i>Executive Director frequently exceeds position requirements and performance objectives. Excellent performance recognized by the board and stakeholders.</i>			
3	<i>Executive Director consistently meets position requirements and performance objectives.</i>			
2	<i>Executive Director meets some of the position requirements and performance objectives but does not meet all. Improvement is needed to meet expectations.</i>			
1	<i>Executive Director generally fails to meet position requirements and performance objectives.</i>			
	Position Requirements	Max	Rating	Comments
	FISCAL MANAGEMENT			
	Prepare proposed annual operating budget in a comprehensive and understandable form	4	0	
	The proposed annual budget contains funding for programs and projects as directed by the Board	4	0	
	Keeps Board informed of CRA's finances through the submission of monthly financial reports	4	0	
	Adheres to adopted budget by reviewing project costs and recommends appropriate measures to keep costs within the authorized budget	4	0	
	Responds to Commissioner and Board inquires regarding financial and budgetary matters	4	0	
	PERSONNEL MANAGEMENT			
	Identifies and effectively manages CRA staffing requirements	4	0	
	Promotes cooperation and team work among employees	4	0	
	Provides leadership to CRA staff	4	0	
	PROGRAMS & PROJECTS			
	Communicates initiation and status of plans, programs, and projects pursuant to the adopted budget and board direction	4	0	

				
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	Position Requirements	Max	Rating	Comments
	Provides the board with timely updates on the status of programs and projects	4	0	
	Communicates and provides timely information to public regarding CRA projects and programs	4	0	
	Implements and prioritizes multiple programs/projects while considering the most important goals, objectives and tasks facing the CRA	4	0	
	Works with the private sector to develop funding programs and projects that fit with the CRA work plan	4	0	
	Works to complete projects in conformance with the CRA work plan as adopted by the CRA Board	4	0	
	ADMINISTRATIVE ABILITIES			
	Is able to understand, explain and update CRA administrative policies (HR manual, Financial Policies & Procedures, and Procurement Policies)	4	0	
	Negotiates and prepares RFPs and contracts for professional services and capital improvements in conformance with applicable regulations, and adopted procedures	4	0	
	Keeps Board advised as to contractual matters and ensures contractors compliance with contract terms	4	0	
	Ensures all necessary reports and other required documentation is produced and filed	4	0	
	Effectively communicates and provides information to the City Commission and public regarding CRA meeting agendas	4	0	

				
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	PROPERTY ACQUISITION MANAGEMENT			
	Manages CRA 's assets, including commercial and residential real estate	4	0	
	The presentation of proposals to acquire or dispose of real estate is presented and explained to the CRA Board in a clear and understandable manner, and is consistent with the CRA Board's goals and priorities	4	0	
	BOARD DUTIES			
	Timely insures that the CRA Board is notified of regular and special meetings	4	0	
	Insures that all agenda packages include all necessary back up material, and that the CRA Commissioners receive the agenda in a timely manner	4	0	
	Provides the CRA Board, as part of the agenda package, with information and data that is accurate, well written and sufficient to allow that CRA Board to take appropriate action	4	0	
	Responds in a timely manner to CRA Board member's inquiries	4	0	
	MISCELLANEOUS			
	The Executive Director's representation of the CRA at public events, in the community, and in media	4	0	
	Independently recognizes problems and develops relative facts, alternative solutions and decides on appropriate recommendation	4	0	
	Work provided is accurate and of high quality	4	0	

				
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	Position Requirements	Max	Rating	Comments
	Has good knowledge of techniques, skills, etc. required for job	4	0	
	Reacts well under pressure	4	0	
	Ability to adjust and grasp new ideas, procedures and situations comfortably and effectively	4	0	
	TOTAL	124	0	
		100%	0%	
NOTES AND COMMENTS				

What could have been most improved regarding the Executive Director's performance?

What should be the Executive Director's performance goals?

Additional Comments: