

CRA EXECUTIVE DIRECTOR ANNUAL EVALUATION

May 2018 - April 2019

												
	CATEGORY RATING DEFINITIONS											
4	Overall contribution frequently exceeds position requirements and performance objectives. Excellent performance recognized by the board and stakeholders.											
3	Overall contribution consistently meets position requirements and performance objectives.											
2	Overall contribution meets some of the position requirements and performance objectives but does not meet all. Improvement is needed to meet expectations.											
1	Overall contribution generally fails to meet position requirements and performance objectives.											
	Criterion	Max	BB	RB	SP	AF	PB	SJ	AG	Board Average		
	FISCAL MANAGEMENT											
	Prepare proposed annual operating budget in a comprehensive and understandable form	4	3	3	3	4	2	3	3	3.00		
	The proposed annual budget contains funding for programs and projects as directed by the Board	4	3	3	3	4	1	3	2	2.71		
	Keeps Board informed of CRA's finances through the submission of monthly financial reports	4	2	3	2.5	4	2	2	3	2.64		
	Adheres to adopted budget by reviewing project costs and recommends appropriate measures to keep costs within the authorized budget	4	3	4	3	4	1	2	3	2.86		
	Responds to Commissioner and Board inquires regarding financial and budgetary matters	4	3	4	2	4	2	2	3	2.86		
	PERSONNEL MANAGEMENT											
	Identifies and effectively manages CRA staffing requirements	4	3	3	2	3	2	2	2	2.43		
	Promotes cooperation and team work among employees	4	3	4	2	4	1	2	1	2.43		
	Provides leadership to CRA staff	4	3	3	2.5	4	2	2	1	2.50		
	Conducts annual evaluations in a timely manner	4	2	1	2	2	2	1	1	1.57		
	PROGRAMS & PROJECTS											
	Communicates initiation and status of plans, programs, and projects pursuant to the adopted budget and board direction	4	2	3	2.5	4	1	3	1	2.36		

CRA EXECUTIVE DIRECTOR ANNUAL EVALUATION

May 2018 - April 2019

											
CATEGORY RATING DEFINITIONS											
4	Overall contribution frequently exceeds position requirements and performance objectives. Excellent performance recognized by the board and stakeholders.										
3	Overall contribution consistently meets position requirements and performance objectives.										
2	Overall contribution meets some of the position requirements and performance objectives but does not meet all. Improvement is needed to meet expectations.										
1	Overall contribution generally fails to meet position requirements and performance objectives.										
Criterion	Max	BB	RB	SP	AF	PB	SJ	AG	Board Average		
Provides the board with timely updates on the status of programs and projects	4	2	3	3	3	2	2	1	2.29		
Communicates and provides timely information to public regarding CRA projects and programs	4	2	2	2.5	3	1	1	1	1.79		
Implements and prioritizes multiple programs/projects while considering the most important goals, objectives and tasks facing the CRA	4	3	3	1	3	2	1	1	2.00		
Works with the private sector to develop funding programs and projects that fit with the CRA work plan	4	3	3	3.75	3	1	1	1	2.25		
Works to complete projects in conformance with the CRA work plan as adopted by the CRA Board	4	3	3	3	3	2	1	1	2.29		
ADMINISTRATIVE ABILITIES											
Is able to understand, explain and update CRA administrative policies (HR manual, Financial Policies & Procedures, and Procurement Policies)	4	3	4	2.5	4	3	2	3	3.07		
Negotiates and prepares RFPs and contracts for professional services and capital improvements in conformance with applicable regulations, and adopted procedures	4	3	4	3	3	3	3	3	3.14		
Keeps Board advised as to contractual matters and ensures contractors compliance with contract terms	4	3	4	3.5	4	2	3	3	3.21		
Ensures all necessary reports and other required documentation is produced and filed	4	3	3	2.5	2	2	3	2	2.50		
Effectively communicates and provides information to the City Commission and public regarding CRA meeting agendas	4	4	3	4	4	2	3	3	3.29		

CRA EXECUTIVE DIRECTOR ANNUAL EVALUATION

May 2018 - April 2019

												
	CATEGORY RATING DEFINITIONS											
4	<i>Overall contribution frequently exceeds position requirements and performance objectives. Excellent performance recognized by the board and stakeholders.</i>											
3	<i>Overall contribution consistently meets position requirements and performance objectives.</i>											
2	<i>Overall contribution meets some of the position requirements and performance objectives but does not meet all. Improvement is needed to meet expectations.</i>											
1	<i>Overall contribution generally fails to meet position requirements and performance objectives.</i>											
	Criterion	Max	BB	RB	SP	AF	PB	SJ	AG	Board Average		
	PROPERTY ACQUISITION MANAGEMENT											
	Manages CRA 's assets, including commercial and residential real estate	4	3	3	2.5	3	1	1	3	2.36		
	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	3	3	2	3	2	1	3	2.43		
	BOARD DUTIES											
	Timely insures that the CRA Board is notified of regular and special meetings	4	4	4	3.5	4	3	4	4	3.79		
	Insures that all agenda packages include all necessary back up material, and that the CRA Commissioners receive the agenda in a timely manner	4	4	4	3	4	3	4	4	3.71		
	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	4	4	3	4	2	4	2	3.29		
	Responds in a timely manner to CRA Board member's inquires	4	4	4	3	4	3	4	3	3.57		
	MISCELLANEOUS											
	The Executive Director's representation of the CRA at public events, in the community, and in media	4	3	4	4	4	3	3	3	3.43		
	Independently recognizes problems and develops relative facts, alternative solutions and decides on appropriate recommendation	4	3	2	2	3	2	1	2	2.14		
	Work provided is accurate and of high quality	4	3	3	3	3	2	2	2	2.57		

CRA EXECUTIVE DIRECTOR ANNUAL EVALUATION

May 2018 - April 2019

																		
CATEGORY RATING DEFINITIONS																		
4	Overall contribution frequently exceeds position requirements and performance objectives. Excellent performance recognized by the board and stakeholders.																	
3	Overall contribution consistently meets position requirements and performance objectives.																	
2	Overall contribution meets some of the position requirements and performance objectives but does not meet all. Improvement is needed to meet expectations.																	
1	Overall contribution generally fails to meet position requirements and performance objectives.																	
	Criterion	Max	BB	RB	SP	AF	PB	SJ	AG	Board Average								
	Has good knowledge of techniques, skills, etc. required for job	4	3	3	2.5	4	3	2	2	2.79								
	Reacts well under pressure	4	3	2	2.75	3	2	1	1	2.11								
	Ability to adjust and grasp new ideas, procedures and situations comfortably and effectively	4	3	4	2	3	2	1	1	2.29								
	TOTAL	128	96	103	86.5	111	64	70	69	86								
		100%	75%	80%	68%	87%	50%	55%	54%	67%								
NOTES AND COMMENTS																		

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

What should be the Executive Director's performance goals next year?

Additional Comments:

--	--	--	--	--	--	--	--	--	--	--	--