



ADMINISTRATIVE OFFICER

Performance Evaluation

July, 2022

For each performance factor, please rate the Administrative Officer on a scale from one (1) to five (5), according to how well he/she met your expectations for that factor:

-----**1**-----**2**-----**3**-----**4**-----**5**-----
Does Not Meets Exceeds
Meet Expectations Expectations Expectations

There are three reference points on the scale, defined as follows:

Exceeds Expectations (5): The Administrative Officer's performance clearly exceeds your expectations in this area, even of someone fully qualified to do the job of the Bolton Administrator Officer. The Administrative Officer's performance and contributions produce a positive impact on the performance of others and the operation of the Town of Bolton.

Meets Expectations (3): The Administrative Officer's performance meets your expectations of someone fully qualified to do the job of the Bolton Administrator Officer. This does not mean a perfect job on everything. For the most part, he/she did the job the way it should be done and would not need to improve in order for his/her performance to be fully acceptable.

Does Not Meet Expectations (1): The Administrative Officer's performance does not meet your expectations of someone fully qualified to do the job of the Bolton Administrator Officer and needs to improve significantly in order to satisfy you in this area.

PERFORMANCE FACTORS

I. MANAGEMENT OF THE ORGANIZATION:

Effectively runs the operations of the organization. Creates a collaborative, team building environment for staff. Recognizes the accomplishments of staff and other agencies working on behalf of the Town. Supports a commitment to diversity/inclusion, professional growth, succession planning, and opportunity within the organization. Accepts full accountability for staff and the outcome of Town projects or decisions. Actively addresses mission critical services, identifies organizational problems and takes remedial action.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

II. EXECUTION OF POLICY:

Understands and complies with ordinances, policies and procedures governing the Town, including Federal and State legislation and directives. Implements Town policy fairly and consistently, based upon Board decisions, initiatives, and applicable laws and regulations. Presents matters in a factual, analytical way. Coordinates Board policy decisions to staff, other organizations and the community.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

III. FINANCIAL MANAGEMENT:

Properly prepares and manages the budget. Demonstrates ingenuity and creativity in approaching budgetary matters, including long-range financial needs, monitoring and adaptation for the organization. Incorporates evolving role of technology in service provision. Actively works to sustain cost-competitive government and utility services.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

IV. RELATIONS WITH THE BOARD:

Makes an effort to be accessible to Board members. Handles issues that are brought by the Board in a consistent and timely manner. Maintains an honest, truthful and professional relationship with each Board member. Keeps a positive attitude and approach to new ideas, issues and complaints raised by Board members.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

V. COMMUNITY RELATIONS AND ENGAGEMENT:

Makes an effort to understand issues, concerns, and the values of the community. Meets with and listens to members of the community to discuss concerns and strives to understand their interests. Leverages public engagements and community interactions to educate and advocate on Town initiatives and services. Represents the Town well and in a professional and positive manner. Works proactively and maintains a nonpartisan professional approach with the media and press. Professionally manages social media and works effectively with partner agencies, neighboring jurisdictions and community organizations.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

VI. COMMUNICATIONS:

Ensures that Board members receive important information in a timely and effective manner. Provides regular updates to the Board, keeping it informed about current and critical issues. Presents the Board and community with clear and accurate reports and correspondence. Responds to correspondence, requests and complaints, timely and appropriately. Facilitates open two-way communication and encourages mutual honesty and respect with the Board, staff and the community.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

VII. LEADERSHIP:

Provides the Board and the Town residents with real solutions and creative alternatives to issues and problems that reflect the values of the community. Anticipates and responds to issues. Assures that Board decisions are thought out, objective, consistent with past practices and are legal and ethical. Makes use of sound administrative practices. Positively leads through collaboration, mentoring, coaching and motivational techniques. Represents the Town as a positive ambassador.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

VIII. PROFESSIONALISM:

Deals effectively and appropriately with the public and other organizations. Devotes time and energy to the job. Demonstrates high ethical standards and integrity. Works to keep “politics” and personal perspectives out of the decision making process. Stays abreast and active in professional organizations and current issues.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

IX. VISION, INITIATIVE, PLAN EXECUTION:

Sets an example that urges the Town and the community toward innovation, problem solving and solution oriented action. Actively works to envision a future state resisting the status quo and develops new ideas and initiatives for consideration. Adapts to evolving technological advancements and social media platforms. Identifies priorities for the Annual Budget and work plan and accepts responsibility for the results. Offers professional recommendations and implements the Board’s vision for efficient and effective town management.

Performance Factor Rating:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 Does Not Meet Expectations	2	3 Meets Expectations	4	5 Exceeds Expectations	Unable to Rate

General Comments:

[Click here to enter text.](#)

Improvement Suggestions:

[Click here to enter text.](#)

NARRATIVE EVALUATION

What would you identify as the Administrative Officer's strengths, expressed in terms of the principal results achieved during the rating period?

[Click here to enter text.](#)

What performance areas would you identify as most critical for improvement?

[Click here to enter text.](#)

What suggestions or assistance can you offer the Administrative Officer?

[Click here to enter text.](#)

What other comments do you have for the Administrative Officer (for example, about priorities, expectations, or specific objectives for the next year)?

[Click here to enter text.](#)

Additional Comments:

[Click here to enter text.](#)