

**CUMULATIVE RESULTS - CITY MANAGER EVALUATION
GLENN A. IRBY - YEARLY/OCTOBER 2013**

EVALUATION SCALE

- (4) Outstanding - Exemplary performance far exceeding performance criteria
- (3) Exceeds Expectations - Performance which exceeds the level normally expected
- (2) Meets Expectations - Generally meets expectation on performance criteria
- (1) Below Expectation - Falling short of that normally expected
- (0) Unsatisfactory - Unacceptable performance that must receive immediate attention

4
3
2
1
0

ADMINISTRATIVE SKILL

- Maintains open and informative communication with City Council
- Knowledge of State Statutes, Administrative Codes and Ordinances
- Effectively implements and enforces City policies and procedures
- Effectively coordinates City administrative functions
- Maintains a work atmosphere conducive to productivity and efficiency
- Takes responsibility for staff actions
- Effectively administers the personnel system
- Effectively recruits professional staff
- Effective in resolving problems

	ADAMS	CADWELL	KENT	OLSON	TARBY	WRIGHT
Maintains open and informative communication with City Council	3	3	2	4	3	4
Knowledge of State Statutes, Administrative Codes and Ordinances	4	4	3	4	2	4
Effectively implements and enforces City policies and procedures	4	4	3	4	2	4
Effectively coordinates City administrative functions	4	4	3	4	2	4
Maintains a work atmosphere conducive to productivity and efficiency	4	4	3	4	2	4
Takes responsibility for staff actions	4	4	3	4	3	4
Effectively administers the personnel system	3	3	3	4	2	4
Effectively recruits professional staff	3	4	2	4	2	4
Effective in resolving problems	3	3	3	4	2	4
	32	33	25	36	20	36

FISCAL MANAGEMENT

- Knowledgeable of governmental accounting/budget procedures
- Effectively manages budget
- Expenditures are made within budget limitations and in accordance with established policy

Knowledgeable of governmental accounting/budget procedures	4	4	4	4	3	4
Effectively manages budget	4	4	3	4	2	4
Expenditures are made within budget limitations and in accordance with established policy	4	4	3	4	2	4
	12	12	10	12	7	12

PERSONAL SKILLS

- Willing to commit time necessary to complete required tasks
- Skillful in written communications
- Skillful in verbal communications
- Demonstrates high concern for ethical behavior
- Manages stress effectively
- Encourages a positive attitude regarding the City.

Willing to commit time necessary to complete required tasks	4	4	2	4	2	4
Skillful in written communications	4	4	3	4	3	4
Skillful in verbal communications	4	4	3	4	2	3
Demonstrates high concern for ethical behavior	4	4	4	4	3	4
Manages stress effectively	4	4	4	4	2	4
Encourages a positive attitude regarding the City.	4	4	4	4	3	4

PERSONAL SKILLS con't

Is knowledgeable of current development in professional/management areas
 Receptive to constructive criticism and advice

4	4	3	4	2	4
4	4	3	4	2	4
32	32	26	32	19	31

COMMUNITY RELATIONS

Effectively addresses and accomodates citizen's complaints
 Takes a hands-on approach when necessary
 Maintains an effective working relationship with other local governments
 Takes a diplomatic approach to problem solving
 Projects a positive image on behalf of the City

4	4	2	4	3	4
4	4	2	4	3	4
4	4	3	4	3	4
3	3	3	4	2	4
4	4	4	4	3	4
19	19	14	20	14	20
95	96	75	100	60	99
95	100	0	100	58	0

CUMULATIVE SCORES

PREVIOUS SCORES

There are 25 areas of evaluation to be determined by each elected official:
 A score of 60 is possible if each area is rated "Meets Expectations"
 A score of 75 is possible if each area is rated "Exceeds Expectations"
 A score of 100 is possible if each area is rated "Excellent"

COMMENTS

KENT

Additional Comments I would like some time with you when you have an hour or two when we can go over this whole evaluation. I don't understand some things, also would like to talk to you about citizen's complaints.

TARBY

Administrative Skill You are doing a very good job moving the city in the right direction
Fiscal Management Continue doing what you're doing
Personal Skills Always enjoy watching your interaction with staff and community
Community Relations Your updates on what is going on in and around town are very helpful to me
Additional Comments Your addition to this city 6 years ago was the right move for us. I have enjoyed working with you on the Council the last 5 years and look forward to our continued effectiveness together

WRIGHT

Administrative Skill

Mr. Irby has the best of administrative skills

Fiscal Management

Very knowledgeable of governmental accounting and procedures

Personal Skills

I believe Mr. Irby does the very best job he can when it comes to communication skills. Some people wear the heart on the sleeve like myself and some people are inward. I believe Mr. Irby and myself communicate well together.

Community Relations

I would like Mr. Irby to attend Chamber of Commerce breakfasts with me sometimes if he has time. It would be great if someone from Council was at more meetings.

Additional Comments

The citizens of Umatilla seem to appreciate the effort we make when we attend meetings. Thank you for a great job!