

COMPILED COUNTY MANAGER EVALUATION 5-26-2022

SECTION I: ASSISTING COMMISSIONERS WITH ITS POLICY-MAKING ROLE

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Providing Information				
The County Manager provides information which is:				
	Detailed and reliable		4	1
	Explained in a thorough manner and includes alternatives or recommendations	1	4	
	Timely	3	1	1
	Helpful in preventing trivial administrative matters from being reviewed by the Commissioners	3	1	1
	Helpful and adequate to assist County Commissioners in making sound decisions	2	2	1
The County Manager:				
	Provides members of County Commissioners with the opportunity to set long-term organizational goals and to establish the future direction of County policy	2	2	1
	Keeps County Commissioners informed, in a timely manner, of the things Commissioners wants to know	3	2	
	Keeps County Commissioners well informed with concise written and oral communications	5		
	Provides County Commissioners members with information on an equal basis	1	3	1
	Informs the County Commissioners of administrative developments	3	2	
	Follows up in a timely manner on County Commissioners requests for information or action	2	1	2
B. Providing Advice				
The County Manager:				
	Has adequate knowledge of county affairs, including the County's laws and ordinances	1	2	2
	Considers alternatives before making recommendations	1	2	2
	Plans ahead, anticipates needs and recognizes potential problems	1	3	1
	Has a good sense of timing in bringing issues to the Commissioners for action	3	1	1
Comments:				
Needs more communication				

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SECTION II: INTERNAL ADMINISTRATION

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Implementation of Commissioners Policies				
The County Manager is effective in the following areas:				
	Carrying out Commissioners directives		4	1
	Assigning work so that it is performed efficiently and effectively	1	3	1
	Paying sufficient attention to detail to avoid error or things “slipping through the cracks”	3 (with emphasis)	1	1
	Analyzing problems or issues and identify causes, reasons, and implications	1	3	1
	Accurately interpreting the direction given by Commissioners	2	2	1
	Carrying out the directives of Commissioners as a whole rather than those of any one Commissioners member, but recognizes the concerns of the minority	2	2	1
	Supporting the actions of the County Commissioners after a decision is made		3	2
	Assuming responsibility for staff performance	2	2	1
	Providing members of County Commissioners with periodic status reports on projects or tasks which may overlap months or years in implementation	4	1	
	Insuring that the management staff maintains normal service delivery operations as well as the flexibility to manage emergency situations	1	3	1

B. Financial Management				
Are you satisfied with the County Manager’s:				
	Approach to budget preparation and review		4	1
	Use of standard financial management procedures to meet Commissioners’ policy guidelines	1 (was auditor’s suggestion followed?)	2	2
	Implementation of Commissioners’ policy regarding the expenditure of budgeted funds		4	1

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	Cost control through economical use of labor, materials and equipment		3	2
	Information on the financial status of County government	1	3	1
	Use of available funds and his ability to operate the County efficiently and effectively		4	1
	Knowledge of financial matters		3	2
	Information pertaining to long or short-term financing for capital projects or equipment purchases		4	1
	Information on opportunities for federal and state grant funding	3	1	1

		Needs Improvement	Meets Expectations	Exceeds Expectations
C. Personnel Management				
The County Manager is:				
	Successful in guiding people as a team toward common objectives	4	1	
	Effective in selecting qualified and highly competent staff members	2	3	
	Effective in maintaining professional relationships with Department Directors	2 (with emphasis)	3	
	Effective in assuring that staff members make a positive impression on citizens	1	4	
The County Manager:				
	Insures that the County's personnel policies and practices are administered by County Department Directors and management staff in an equitable manner	1	3	1
	Develops and motivates employees so that they are increasingly effective	4	1	
	Addresses disciplinary problems and takes action when warranted		3	2
	Monitors performance of employees and initiates corrective action as needed	1	3	1
Comments:				

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SECTION III: EXTERNAL RELATIONS

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Citizen Relations				
The County Manager:				
	Makes a positive impression on citizens and is he respected in the County?	4	1	
	Has appropriate visibility or identity in the community	2	3	
	Assists the Commissioners in resolving problems at the administrative level to avoid unnecessary Commissioners action	3	2	
	Is willing to meet with members of the community and discuss issues of concern	4	1	
	Is skillful with the news media, avoiding political positions and partisanship	3	2	
	Provides information to the public in a timely fashion on matters which will cause public reaction	2	3	
	Represents Commissioners positions and policies accurately and effectively	2	2	1
	Thinks and acts in a manner reflecting an attitude that client (Commissioners, staff or citizens) perceptions and satisfactions are important	3	2	
	Responds completely and in a timely manner to citizen complaints	3	2	

B. Intergovernmental Relations				
The County Manager is:				
	Effective representing the County's interests in dealing with other agencies	1	4	
	Participative in enough intergovernmental activity to have an impact on behalf of the County	1	3	1
	Cooperative with the county, state and federal governments	2	2	1
Comments:				

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SECTION IV: PERSONAL ACCOMPLISHMENTS

		Needs Improvement	Meets Expectations	Exceeds Expectations
A. Communications				
With regard to communications, the County Manager is:				
	Easy to talk to and a good listener	2	3	
	Thoughtful, clear and to the point	2	3	1
	Sensitive to the concerns of others	4	1	
	Candid and forthright in discussing County business matters with members of County Commissioners	1	3	1

B. Management Style				
The County Manager				
	Demonstrates interest and enthusiasm in performing his duties	2	2	1
	Commands respect and good performance from staff	1	3	1
	Shows initiative and creativity in dealing with issues, problems and unusual situations	2	2	1
	Is open to new ideas and suggestions for change		5	
	Works well under pressure	1	3	1
	Consistently puts aside personal views and implements Commissioners policy and direction	3	2	
	Displays the ability to resolve the numerous conflicts inherent in county government	2	1	2
	Responds well to a changing world and local conditions; is adaptive	1	3	1
	Is accessible to County Commissioners members		5	
	Conforms to the high standards of the profession;	3	1	1
	Exhibits a commitment to continuing education in order to encourage his professional development		2	3
	Is receptive to constructive criticism and advice	3	2	

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		Needs Improvement	Meets Expectations	Exceeds Expectations
C. Job Effectiveness				
The County Manager:				
	Demonstrates interest and enthusiasm about the Commissioners's Vision for the County		4	1
	Gives his staff the tools necessary to provide efficient, responsive County services		4	1
	Coordinates the implementation of County goals and objectives		4	1
	Supports policies that will promote annexation and growth in the County.		4	1
	Creates a positive atmosphere for successful economic development in the County	1	3	1
	Supports responsible infrastructure expansion and maintenance		3	2
	Emphasizes the need for employee training and technological improvements		4	1
Comments:				

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SECTION V: NARRATIVE RESPONSES

ACHIEVEMENTS FROM THIS PAST YEAR:

- What were the Manager's most notable accomplishments during the past 6 months?

Hill Top - 2

Animal Control-1

Preparing 2022/2023 Budget-1

SPLOST-1

- Which of the Manager's qualities were most instrumental in fulfilling the role of County Manager this past 6 months?

Listening-1

Looks out for County first-1

Honest, Tries to be Positive-1

Did a great job in presenting budget and budget reviews

PERFORMANCE OBJECTIVES FOR COMING YEAR:

- What does the Manager do that you would like him to continue?

Financial Knowledge-1

Be financially responsible-1

Watching County Budget and trying to save funds-1

Works Hard to Maintain Road Conditions

- Is there anything that the Manager does that you would like him to do differently?

Get the BOC office under control and trained-1

Work on needs assessment for new building-1

Communicate more with all-1

Be a leader-1

Be softer and easier for people to talk to-1

Communicate better with the public, staff, and department heads-1

- In what areas should the Manager focus his attention in this coming year?

Communication with officers and department heads-1

Make amends with department heads, be more approachable, and set goals-1

Personnel and human relations-1

Communication, communication, communication (with everyone), provide direction for BOC staff, being a great leader-1

- Do you have any other general comments to share with the County Manager?

Be more personal with citizens and elected officials-1

Need to be more informed of issues and day to day operations-1

Keep Commissioners informed as to what's going on in the BOC office. Stay in touch with County Attorney and be open to constructive criticism and ideas for the County-1

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