

ROUTT COUNTY MANAGER SELF-EVALUATION FORM

Date: _____

Evaluation of: _____

Completed by: _____

I. Leadership and Planning

Rate 1 through 5. 5 being the highest.	Rating	Comments
1. Has a clear vision for the organization and understands his/her own role as County Manager.		
2. Keeps the BCC, department heads, elected officials, and other key stakeholders advised of current trends, issues and activities, and provides information and advice on matters of policy development, strategic direction and financial, operational and capital plans.		
3. Communicates in a professional manner and creates a team-oriented culture with department managers and county elected officials.		
4. Provides information and raises relevant issues that help inform BCC discussions and decision making.		
5. Promotes a strong sense of Teamwork. Communicates effectively, mentors and delegates appropriately as well as provides challenges and empowerment to encourage the growth and development of Department Managers.		
<p>What are the major strengths of the County Manager in this area?</p> <p>How can the County Manager do better in this area?</p>		

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II. Fiscal Management

Rate 1 through 5, 5 being the highest.	Rating	Comments
1. Ensures the development of an annual operating and capital budget for BCC approval and monitors the budget to ensure that County departments are functioning within it.		
2. Develops and implements effective planning and budgeting processes to ensure the successful achievement of strategic, operational, financial, and capital goals.		
3. Works with Department Managers to routinely update the BCC on the County's financial position, assets, and budget variances		
4. Ensures that internal operating procedures are in place to promote effective and efficient County operations and fiscal responsibility.		
<p>What are the major strengths of the County Manager in this area?</p> <p>How can the County Manager do better in this area?</p>		

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III. Management and Staff Development

Rate 1 through 5. 5 being the highest.	Rating	Comments
1. Fosters a supportive and positive environment for recruitment, training, development, and retention of employees		
2. Sets high standards for staff job performance and ensures that annual performance evaluations are completed for all employees.		
3. Holds Department Managers accountable for their responsibilities and actions.		
4. Promotes organization-wide communications across all levels.		
<p>What are the major strengths of the County Manager in this area?</p> <p>How can the County Manager do better in this area?</p>		

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IV. Communication, Community Education and Public Image

Rate 1 through 5. 5 being the highest.	Rating	Comments
1. Participates in community activities and professional organizations that will enhance the delivery of services to County residents.		
2. Is an articulate and knowledgeable spokesperson for Routt County.		

What are the major strengths of the County Manager in this area?

How can the County Manager do better in this area?

Overall comments:

Beth Melton, Chair District #3

Tim Redmond, Chair Pro Tem District #2

Tim Corrigan, District #1