



Thomas Jefferson Planning District Commission
Executive Director
Performance Evaluation
Evaluation period: April 1, 2023, to April 1, 2024

Executive Director's Name

TJPD Commissioner's Name

Date Submitted

INSTRUCTIONS

Each member of the governing body should complete this evaluation form by April 15, 2024. Email completed evaluation forms to Chair Ned Gallaway at ngallaway@albemarle.org. All evaluations received by the deadline will be summarized into a performance evaluation to be presented by the governing body to the executive director as part of the agenda of the closed session at the regularly scheduled May 2, 2024 commission meeting.

This evaluation form contains eight (8) categories of evaluation criteria. Each category contains several statements to describe behavior standards in that category. For each category, use the following scale to indicate your rating of the executive director's performance.

3 = Exceeds Expectations (almost always exceeds the expected performance standard)

2 = Meets Expectations (generally meets the expected performance standard)

1 = Does Not Meet Expectations (rarely meets the expected performance standard)

Any item scored 'n/a' will be interpreted as '*not applicable*' or '*unable to assess*.'

The job factors being rated are:

- Individual Characteristics
- Professional Skills and Status
- Relationships with Commissioners
- Service to Member Jurisdictions
- Fiscal Management
- Reporting and Communication
- Staffing
- Supervision

This evaluation form also contains a provision for entering narrative comment. Provide any comments you believe appropriate and pertinent to the executive director's performance.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- Diligent and thorough in the discharge of duties, “self-starter”
- Exercises good judgement
- Displays enthusiasm, cooperation, and willingness to adapt
- Exhibits composure, appearance, and attitude appropriate for executive position

_____ Score (3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)

2. PROFESSIONAL SKILLS AND STATUS

- Maintains knowledge of current developments affecting the practice of regional government management
- Maintains a smooth-running administrative office
- Proposes annual organizational goals and objectives in alignment with the agency’s strategic plan
- Plans well in advance
- Is progressive in attitude and action
- Adequately follows through on a set of plans
- Avoids unnecessary controversy
- Anticipates and analyzes problems to develop effective approaches for solving them
- Willing to try new ideas proposed by governing body members and/or staff
- Sets a professional example by handling affairs of the public office in a fair and impartial manner
- Projects a professional demeanor
- Participates in professional activities

_____ Score (3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)

3. RELATIONSHIP WITH COMMISSIONERS

- Carries out directives of the body as a whole as opposed to those of any one member or minority group
- Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- Disseminates complete and accurate information equally to all members in a timely manner
- Assists by facilitating decision making without usurping authority
- Responds well to advice and constructive criticism
- Maintains appropriate professional relationships with commissioners
- Is accessible when needed

_____ Score (3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)

4. SERVICE TO TJPDC MEMBER JURISDICTIONS

- Develops and maintains relationships with member jurisdictions' staff members
- Understands and stays current on the needs of the counties and city and other agencies served
- Focuses the appropriate amount of activity on serving the needs of our counties and city
- Accepts criticism from the representatives of the member jurisdictions and agencies; serves and responds appropriately
- Helps the commission address future needs in the region and develops adequate plans to address long term trends and take advantage of associated opportunities
- Develops and maintains relationships with state and federal agencies that support the region's needs

_____ Score (3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)

5. FISCAL MANAGEMENT

- Prepares a balanced budget to provide services at a level directed by the commission
- Makes the best possible use of available funds, conscious of the need to operate the regional government efficiently and effectively
- Prepares a budget and budgetary recommendations in an intelligent and accessible format
- Displays common sense and good judgement in business transactions
- Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- Appropriately monitors and manages fiscal activities of the organization

_____ Score (3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)

6. REPORTING AND COMMUNICATION

- Provides regular information and reports to the governing body concerning matters of importance to the commission
- Keeps accurate records
- Speaks, writes, and communicates clearly
- Responds in a timely manner to requests from the commission for special reports
- Takes the initiative to provide information, advice, and recommendations to the on matters that are non-routine and not administrative in nature
- Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny
- Represents the organization in a positive and professional manner
- Actively promotes the organization in public

_____ Score (3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)

7. STAFFING

- Recruits and retains competent personnel for staff positions
- Applies an appropriate level of supervision to improve any areas of substandard performance
- Professionally manages the compensation and benefits plan
- Promotes training and development opportunities for employees at all levels of the organization

_____ Score (3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)

8. SUPERVISION

- Encourages directors to make decisions within their departments with minimal executive involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations
- Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the executive director's position
- Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- Encourages teamwork, innovation, and effective problem-solving among the staff members

_____ Score (3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)

Narrative Responses on Next Page

NARRATIVE EVALUATION

What would you identify as the executive's strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the executive director to enhance performance?

What other comments do you have for the executive director; e.g., priorities, expectations, goals or objectives for the new rating period?