

# **Petersburg Borough, Alaska Performance Evaluation**

## **Borough Manager**

### **PURPOSE**

The purpose of the Manager performance evaluation is to increase communication between the Borough Assembly and the Borough Manager concerning the performance of the Manager in the accomplishment of his/her assigned duties and responsibilities, and the establishment of specific work-related goals and objectives. The evaluation is also a tool in determining compensation for the Manager.

### **PROCESS**

1. Evaluation forms are distributed by the Clerk to all Assembly Members and Department Heads.
2. The Manager prepares a self evaluation using the same evaluation form.
3. Each Assembly Member and Department Head completes the form, signs, dates and returns their individual form to the Clerk.
4. The Clerk transfers all Department Head evaluation information to a composite form.
5. The Department Head composite evaluation form, each evaluation form from Assembly Members and the Manager's self-evaluation form are reviewed at an evaluation conference between the Mayor, a selected Assembly Member and the Manager. At this conference, the respective responses will be discussed, including any misunderstandings of fact, strengths and weaknesses of the Manager and suggestions for improvement. The aim of this conference should be toward greater understanding and positive working relationships.
6. A draft evaluation is completed between the Mayor, Assembly Member and Manager including any changes in ratings that resulted from the joint conference.
7. The draft evaluation will be submitted for final review to the assembly. At this review, modifications may be made to the evaluation. The Manager will have the opportunity to participate in this final review so that discussion can occur to enable both the Assembly and Manager to provide effective service to the community. This final review is conducted in executive session unless the Manager requests an open meeting.
8. The final evaluation, as reviewed by the Assembly, becomes part of the Manager's personnel file and is a public record.

### **INSTRUCTIONS**

Review the Manager's work performance for the entire period; try to refrain from basing judgment on isolated incidents only. Achievements may be noted in the comment boxes.

# Performance Evaluation

**Borough Manager: Stephen Giesbrecht**  
**For Time Period: March 1, 2019 - February 29, 2020**

Place an "X" in the column under the category that best describes performance in the area of assessment.  
Please provide written comment to explain your category choice.

<b>Professional Knowledge</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Demonstrates thorough knowledge and understanding of finances, policies, procedures, processes, resolutions, state and federal laws and regulations, and Borough operations.				
Demonstrates commitment to continuously enhancing professional knowledge and capability (does professional reading and research; attends seminars and conferences; actively participates in professional development opportunities).				

Comments:

<b>Leadership</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Inspires trust and confidence with staff, Assembly and the public.				
Functions as an effective member of a work group, gaining respect and cooperation from others.				

Comments:

<b>Communication</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Practices timely and effective communication with Assembly and Department Heads regarding issues and concerns of the Borough.				
Listens attentively and effectively.				
Speaks and writes logically, clearly, and concisely.				
Encourages and uses feedback.				

Comments:

<b>Planning and Innovation</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Develops and implements alternative strategies for dealing with change and planning for the future.				
Uses creative and innovative problem-solving strategies for adapting to uncertainties and complexities.				

Comments:

<b>Managing Results and Resources</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Ensures that programs, services, and projects provide cost effective results that matter to Borough residents.				
Ensures that prudent financial management is maintained for the continued success of the Borough.				
Keeps Assembly informed about revenues and expenditures, actual and projected.				

Comments:

<b>Problem Solving and Decision Making</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Identifies and evaluates alternative courses of action.				
Makes timely and relevant suggestions to solve problems.				
Consults with affected parties when making critical decisions.				
Analyzes situations to determine root causes and develops realistic alternative solutions.				

Comments:

<b>Community and Staff Relations</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Effectively represents the Borough in public. Projects a positive public image.				
Has the respect of peers in local, state, and national government.				
Values people and recognizes their contributions.				
Maintains a respectful relationship with employees.				
Seeks to develop skills and abilities of employees.				

Comments:



<b>Intergovernmental Relations</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Seeks ways to cooperate, collaborate, or consolidate programs as appropriate.				
Seeks information from other governments that may assist the Borough in providing services without need to redevelop them.				
Lobbies effectively with legislators and state agencies regarding Borough programs and projects.				

Comments:

<b>Assembly Relations</b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Needs Improvement</b>	<b>Evaluator has no Basis for Judgement</b>
Provides information and education on issues as appropriate.				
Effectively aids the Assembly in establishing long-range goals.				
Effectively implements the Assembly's policies, procedures, and philosophy in area of assignment.				

Comments:

**Reviewed By:**

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**Date:**

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## THIS SECTION FOR ASSEMBLY MEMBERS ONLY

**Borough Manager Goals and Objectives:** Assembly to provide measurable goals and objectives for the next five years. These goals and objectives should be reviewed each year; with the Assembly and Manager discussing ongoing progress and future expectations. These goals and objectives should be prioritized and approved by a majority of the Assembly in a public meeting.

Goal: The goals and objectives from 2019 will be  
brought forward in this section for evaluation

Date Added: \_\_\_\_\_

How this goal will be measured: & comment.

Date to be Completed: \_\_\_\_\_

Progress Discussion: \_\_\_\_\_

Goal: \_\_\_\_\_

Date Added: \_\_\_\_\_

How this goal will be measured: \_\_\_\_\_

Date to be Completed: \_\_\_\_\_

Progress Discussion: \_\_\_\_\_

Goal: \_\_\_\_\_

Date Added: \_\_\_\_\_

How this goal will be measured: \_\_\_\_\_

Date to be Completed: \_\_\_\_\_

Progress Discussion: \_\_\_\_\_

**Goal:** \_\_\_\_\_  
\_\_\_\_\_

**Date Added:** \_\_\_\_\_

**How this goal will be measured:** \_\_\_\_\_  
\_\_\_\_\_

**Date to be Completed:** \_\_\_\_\_

**Progress Discussion:** \_\_\_\_\_  
\_\_\_\_\_

**Goal:** \_\_\_\_\_  
\_\_\_\_\_

**Date Added:** \_\_\_\_\_

**How this goal will be measured:** \_\_\_\_\_  
\_\_\_\_\_

**Date to be Completed:** \_\_\_\_\_

**Progress Discussion:** \_\_\_\_\_  
\_\_\_\_\_

**Goal:** \_\_\_\_\_  
\_\_\_\_\_

**Date Added:** \_\_\_\_\_

**How this goal will be measured:** \_\_\_\_\_  
\_\_\_\_\_

**Date to be Completed:** \_\_\_\_\_

**Progress Discussion:** \_\_\_\_\_  
\_\_\_\_\_

**Goal:** \_\_\_\_\_  
\_\_\_\_\_

**Date Added:** \_\_\_\_\_

**How this goal will be measured:** \_\_\_\_\_  
\_\_\_\_\_

**Date to be Completed:** \_\_\_\_\_

**Progress Discussion:** \_\_\_\_\_  
\_\_\_\_\_

**Compensation Consideration:** Please provide recommendation, based upon your evaluation of the Manager, for any increase in salary or benefits. (Current annual salary is \$121,000). **Note: Manager Giesbrecht's current salary is to stay constant, with no wage increase, through Septebmer 30, 2023 per his employment contract.**

Comments:

**Final Review - Mayor & Assembly Member Signatures**

**Concurrence**

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Yes / No

Yes / No

Yes / No

Yes / No

Yes / No

Yes / No

Yes / No

**Manager's Signature**

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