

# **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.