

Direct Manager:

Annual Evaluation Form -All Employees
Due Date: 5/17/2024

RECEIVED

MAY 20 2024

General Information

Position: Town Manager

Division: Town of Gardnerville

Evaluation Type: Annual

Department

Class Spec

Rating Summary By: Lloyd Higuera

Content

SECTION WEIGHT 100 %

COMPETENCY SECTION 14 POINT
SCALE

Values

Based on these core values, Douglas County employees are dedicated to providing essential and cost-effective public services fostering a safe, healthy, scenic, and vibrant community for the enjoyment of our residents and visitors. Employees are evaluated on their performance based on these core values.

Integrity

ITEM WEIGHT 16.66 %

The employee demonstrates honest and ethical conduct through their actions at all times.

SCORE NAME

- | | | |
|---|-------------------------------------|----------------------------------|
| 0 | <input type="checkbox"/> | Requires Substantial Improvement |
| 1 | <input type="checkbox"/> | Opportunity for Improvement |
| 2 | <input type="checkbox"/> | Meets Expectation |
| 3 | <input checked="" type="checkbox"/> | Exceeds Expectation |

Comments: You are an honest, fair and decent person = integrity

Accountability

ITEM WEIGHT 16.66 %

The employee accepts responsibility for their actions.

SCORE NAME

- | | | |
|---|-------------------------------------|----------------------------------|
| 0 | <input type="checkbox"/> | Requires Substantial Improvement |
| 1 | <input type="checkbox"/> | Opportunity for Improvement |
| 2 | <input type="checkbox"/> | Meets Expectation |
| 3 | <input checked="" type="checkbox"/> | Exceeds Expectation |

Comments: You are a leader who takes responsibility and demands accountability, You delegate responsibility and then you take responsibility for the results.

Customer Service

ITEM WEIGHT 16.66 %

The employee delivers efficient and effective service with an attitude of respect and fairness.

SCORE NAME

- | | | |
|---|-------------------------------------|----------------------------------|
| 0 | <input type="checkbox"/> | Requires Substantial Improvement |
| 1 | <input type="checkbox"/> | Opportunity for Improvement |
| 2 | <input type="checkbox"/> | Meets Expectation |
| 3 | <input checked="" type="checkbox"/> | Exceeds Expectation |

Comments: You answer questions, find solutions, resolve complaints, follow- up, and provide guidance to Staff,the Board and Town residents..

Leadership

ITEM WEIGHT 16.67 %

The employee establishes the tone and direction for success: motivating and inspiring others to accomplish a shared vision. SCORE NAME

- | | | |
|---|-------------------------------------|----------------------------------|
| 0 | <input type="checkbox"/> | Requires Substantial Improvement |
| 1 | <input type="checkbox"/> | Opportunity for Improvement |
| 2 | <input checked="" type="checkbox"/> | Meets Expectation |
| 3 | <input type="checkbox"/> | Exceeds Expectation |

Comments: You are on the right path to great leadership. Leadership requires continuous learning and growth.

Communication

ITEM WEIGHT 16.67 %

The employee ensures open dialogue through proactive listening and sharing of information throughout the organization and the community.

SCORE NAME

- | | | |
|---|-------------------------------------|----------------------------------|
| 0 | <input type="checkbox"/> | Requires Substantial Improvement |
| 1 | <input type="checkbox"/> | Opportunity for Improvement |
| 2 | <input type="checkbox"/> | Meets Expectation |
| 3 | <input checked="" type="checkbox"/> | Exceeds Expectation |

Comments: You are a very effective communicator to the Board, Staff and Gardnerville residents.

Teamwork

ITEM WEIGHT 16.67 %

The employee works together with others to achieve shared goals.

SCORE NAME

- | | | |
|---|-------------------------------------|----------------------------------|
| 0 | <input type="checkbox"/> | Requires Substantial Improvement |
| 1 | <input type="checkbox"/> | Opportunity for Improvement |
| 2 | <input type="checkbox"/> | Meets Expectation |
| 3 | <input checked="" type="checkbox"/> | Exceeds Expectation |

Comments: You know and understand the key to teamwork is working together and is more effective than working alone.

GOAL SECTION I FUTURE/LIST

Goals

Enter 2-3 goals for the employee for the upcoming evaluation period. Be specific with time period to accomplish the goals and what is to be accomplished. Goals should be Specific, Measurable, Attainable, Realistic and Time-based, and meet the goals and objectives of the individual, the department and the County as a whole. Goals can be short-term (days or weeks) to long term (up to a year).

Goals I would like to see done during the next evaluation period include: paving and landscaping Gardnerville station, Industrial Way reconstruction, complete sidewalk repairs in Arbor Gardens.

GOAL SECTION I TEXT ONLY

Previous Evaluation Goals

Use this section to document progress on goals from previous evaluations.

Comment: You completed the majority of your goals for the last evaluation period. My favorites were fish in the Mountain View pond, getting the public arts project underway, taking additional training, continuing to update town policy and coordinateing with NDOT on the Highway 395 repaving project.

Overall Comment

COMMENT: The Town of Gardnerville, the Board and Staff are very fortunate to have you as the town manager. You are the town's greatest asset.

Rating Scales

4 Point Scale

SCORE	NAME	DESCRIPTION
0	Requires Substantial Improvement	Employee requires substantial improvement in this area. Failure to improve performance could result in disciplinary action, up to and including termination of employment.
1	Opportunity for Improvement	Provide details to the employee regarding opportunities for improvement.
2	Meets Expectation	Meet requirements of the position.
3	Exceeds Expectation	Provide specifics to the employee regarding ways they exceed expectations.