



## Georgetown Charter Township

1515 Baldwin St., Jenison, MI 49428

### Finance Committee Meeting Agenda

June 9, 2016, 7:30 a.m.

1. Call To Order
2. Roll Call
3. Approval Of The Minutes Of The Previous Meeting
4. Move Board And Election Commission And Utilities Committee Meeting Location

Motion: To recommend to the Township Board to approve moving the location of the July 11, 2016 Township Board and Election Commission and Utilities Committee meetings to the GT Connections (Senior Center) located at 7096 8<sup>th</sup> Ave.

5. New Form For The Superintendent's Evaluation.

Motion: To recommend to the Township Board to approve the new form for the Superintendent evaluation.

Documents: [EVALUATION FORM.PDF](#)

6. Communications, Letters And Reports
7. Public Comments
8. Other Business
9. Adjournment

# GEORGETOWN CHARTER TOWNSHIP SUPERINTENDENT EVALUATION

<b>Name:</b>	
<b>Time Period:</b>	
<b>Date of Evaluation:</b>	

A performance evaluation is a critical look not only at what the Township Superintendent (Manager) has accomplished in a given time, but also a communicative and learning opportunity. The Township Board and Manager should use the annual evaluation as an occasion to define expectations, set goals and identify strengths and weaknesses in both job performance and working relationship. However, communication should be ongoing in order to avoid miscommunication or differences in direction and solve problems before the situation becomes critical.

## INSTRUCTIONS

This performance evaluation consists of a series of categories that are considered essential to the Superintendent position. Each category will contain several questions relating to that topic and should be evaluated using the rating scale provided below. After reviewing the scale, select a rating number and circle the corresponding number to evaluate the Superintendent's performance on each particular question.

At the end of the evaluation, an opportunity is presented review the progress of previous goals for the Superintendent, as well as establish new goals for the next evaluation period (this is an element separate from the rating system).

**5 – Excellent – Almost always exceeds the performance standard**

**4 – Exceeds Expectations – Generally exceeds the performance standard**

**3 – Meets Expectations – Generally meets the performance standard**

**2 – Does Not Meet Expectations – Usually does not meet the performance standard**

**1 – Unsatisfactory – Rarely meets the performance standard**

## LEADERSHIP AND MANAGEMENT SKILLS

***Problem solving.*** Exhibits exceptional creativity in problem solving. 5 4 3 2 1

***Completion.*** Carries out the course of action dictated by the Board. Thoroughly follows through on commitments in a timely manner. 5 4 3 2 1

***Decisions.*** Has sound decision making skills. Makes difficult decisions and smoothly adapts strategy when necessary. 5 4 3 2 1

***Conflict.*** Manages and resolves conflict without difficulty. 5 4 3 2 1

***Judgment and understanding.*** Demonstrates an understanding of Township issues and exercises good judgement in addressing them. 5 4 3 2 1

***Complaints and conflict.*** Addresses and resolves complaints and conflicts. 5 4 3 2 1

***Delegation of responsibilities and evaluation.*** Effectively delegates responsibility amongst employees and evaluates employees based on assigned goals and duties. 5 4 3 2 1

## COMMUNICATION SKILLS

***Township Board and Committees.*** Accessible to Board members and responsive to questions or concerns of Board members. Keeps the Board informed on issues, needs and operations of the Township. Provides ample information to enable Board members to make decisions. 5 4 3 2 1

***Dealings with citizens, the public, and other organizations.*** Responds to questions and concerns and deals effectively and tactfully with the public. Shares information with and is accessible to citizens, representatives from other communities, other governmental units and the media. 5 4 3 2 1

## PLANNING, ORGANIZATION, AND FOLLOW THROUGH

<i>Planning.</i> Comprehensively plans for long- and short-term but reevaluates as situations change.	5	4	3	2	1
<i>Deadlines.</i> Meets deadlines.	5	4	3	2	1
<i>Annual goals.</i> Tracks and completes annual goal list as directed by the board.	5	4	3	2	1
<i>Enforcement.</i> Oversees that all laws and Township ordinances are enforced.	5	4	3	2	1
<i>Programs.</i> Evaluates the services provided by the Township. Either implements the necessary changes where appropriate or advises the Board of needed changes and provides information and recommendations.	5	4	3	2	1

## INTERPERSONAL SKILLS

<i>Respect and attitude.</i> Respectful of others, honest, and tactful. Enthusiastic and positive attitude. Patient and does not react hastily. Treats other fairly and equitably. Routinely takes initiative and is extraordinarily receptive to other viewpoints.	5	4	3	2	1
<i>Ethics and honesty.</i> Maintains high standards of ethics, honesty and integrity in personal and professional matters. Maintains poise and emotional stability in the full range of his professional activities. Expresses ideas in a logical and thoughtful manner. Devotes appropriate and sufficient time and energy to do the job effectively.	5	4	3	2	1
<i>Criticism.</i> Accepts and reacts positively to constructive criticism.	5	4	3	2	1
<i>Harmony.</i> Works harmoniously with the Board.	5	4	3	2	1

**JOB KNOWLEDGE**

***Knowledge and education.*** Knows and adheres to laws and regulations affecting Township government. Attends conferences, reads educational materials and actively seeks professional and educational opportunities.      **5      4      3      2      1**

***Financial details.*** Provides for a well-planned budgeting process, developing a sound budget with appropriate data and forecasts. Develops annual and long-range financial goals via operational and capital improvements budget.      **5      4      3      2      1**

***Financial controls.*** Makes good use of resources, determines that funds are spent wisely, and maintains adequate financial and operational controls. Administers operation and services effectively with periodic status reporting to the Board.      **5      4      3      2      1**

**GOALS FOR THE UPCOMING YEAR**

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**ACCOMPLISHMENT OF LAST YEAR'S GOALS**

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