

**Annual District Manager Evaluation Form - Calendar Year 2017**

San Mateo County Mosquito and Vector Control District

This form should be completed by each member of the Board of Trustees to evaluate the District Manager’s performance in each of the areas noted below. The District Manager's performance for each item should be scored based on your observations over the past year. If you do not feel you have sufficient information to base a score for a particular item, please mark it with an “X”.

Scoring Values

- 5 = Excellent - almost always exceeds expectations & performs at a high standard
- 4 = Above average - generally exceeds performance expectations
- 3 = Satisfactory - meets performance expectations
- 2 = Below average - usually does not meet expectations
- 1 = Poor - rarely meets expectations
- X = I cannot evaluate item based on available information

This form may be completed electronically, in Excel or printed and completed by hand. Please return the completed form to Trustee Kat Lion by **December 8, 2017**.

Mail: 3527 Altamont Way, Redwood City, CA 94062

Email: klion@smcmvcd.org

Form completed by Trustee: \_\_\_\_\_

*Forms submitted anonymously will not be considered as part of the evaluation.*

<b>1. PROFESSIONAL SKILLS</b>	<b>Score</b>
Willing to try new ideas proposed by the Board and/or staff	
Keeps up with changing regulations as they relate to management of the District	
Demonstrates a capacity for strategic planning, vision, and creativity	
Anticipates problems and develops effective approaches for solving them	
Exercises good judgement	
Listens to others and recognizes their interests	
<i>Discuss the Manager's strengths in terms of Professional Skills. Please provide examples.</i>	
<i>For any item you scored a 3 or below, please provide suggestions for ways the Manager can improve in these areas.</i>	

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<b>2. SUPPORT AND FACILITATION OF THE BOARD</b>	<b>Score</b>
Carries out the directives of the Board as a whole, rather than those of any one member of the Board	
Assists the governing body in establishing policy, while acknowledging the ultimate authority of the Board	
Responds to requests for information or assistance by the Board in a timely manner	
Informs the Board of current issues and administrative developments in a timely manner	
Receptive to suggestions and advice	
Acts on suggestions and advice from members of the Board	
Disseminates information equally and completely to members of the Board	
Helps the Board address future needs and develops adequate plans anticipating long term trends	
Provides the Board with reports concerning matters of importance to the District	
Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience	
Reports are generally produced through the manager's own initiative rather than when requested by the Board	
Prepares sound agendas for all public meetings, which facilitate Board review and discussion	
Documentation produced by the District facilitates openness and transparency to the public	
<p><i>Discuss the Manager's strengths in terms of Support and Facilitation of the Board. Please provide examples.</i></p>	
<p><i>For any item you scored a 3 or below, please provide suggestions for ways the Manager can improve in these areas.</i></p>	

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<b>3. FISCAL MANAGEMENT</b>	<b>Score</b>
Facilitates the preparation of a balanced budget to achieve goals set by the Board	
Makes the best possible use of available funds, conscious of the need to operate the District efficiently and effectively, including near-term investments to avoid long-term expenses	
Annual budget and monthly financial reports are presented in a clear, understandable, and transparent format	
Proactively implements accounting controls	
<i>Discuss the Manager's strengths in terms of Fiscal Management. Please provide examples.</i>	
<i>For any item you scored a 3 or below, please provide suggestions for ways the Manager can improve in these areas.</i>	

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4. POLICY EXECUTION	Score
Implements Board actions, in accordance with directions from the Board	
Supports the actions of the Board after a decision has been reached, both inside and outside the organization	
Understands and enforces the District's policies	
Reviews policies and procedures periodically for compliance with current laws and needs of the District	
Offers workable alternatives to the Board for changes in policy when an existing policy is impractical	
<i>Discuss the Manager's strengths in terms of Policy Execution. Please provide examples.</i>	
<i>For any item you scored a 3 or below, please provide suggestions for ways the Manager can improve in these areas.</i>	

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5. HIRING AND MANAGEMENT OF STAFF	Score
Delegates authority effectively and provides oversight to staff	
Recruits and retains competent personnel for staff positions	
District functions by all departments appear to be performed efficiently and competently	
Fosters a positive work environment	
Demonstrates an awareness and consideration of employee satisfaction and well-being	
Administers employee negotiations by providing information to the Board on the costs of various proposals	
Facilitates department directors' ability to make key decisions within their departments	
Maintains a supportive relationship with staff, while maintaining authority and respect by staff members	
Maintains control over the District's operational and functional activities through management and delegation to staff	
<p><i>Discuss the Manager's strengths in terms of Hiring and Management of Staff. Please provide examples.</i></p>	
<p><i>For any item you scored a 3 or below, please provide suggestions for ways the Manager can improve in these areas.</i></p>	

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<b>6. COMMUNITY MEMBER RELATIONS</b>	<b>Score</b>
Responsive and considerate of concerns from community members	
Adept at addressing and responding to news media	
Willing to meet with members of the community to discuss their concerns	
Cooperates with local communities, municipal, state, and federal governments	
Cooperates and shares information with other Mosquito and Vector Control Districts	
<i>Discuss the Manager's strengths in terms of Community Member Relations. Please provide examples.</i>	
<i>For any item you scored a 3 or below, please provide suggestions for ways the Manager can improve in these areas.</i>	