

2023 County Administrator Evaluation

1. Communication - Keeping commissioners apprised of pending issues and items of interest that might come before the Board, ensuring that commissioners are aware of major developments within a timely manner, etc.					
1	2	3	4	5	N/A
Comments:					
2. Organization - Ensuring meetings are structured in a manner that promotes efficiency, ensuring that due diligence has been performed in anticipation for possible discussion or votes that may occur during Board meetings. Having related materials readily accessible, including supplying commissioners with the information or materials necessary, prio to meetings and in a timely fashion that allows them to cast educated votes, etc.					
1	2	3	4	5	N/A
Comments:					
3. Reporting - Giving status updates and reports from various committees or boards assigned to, using time during Board meetings to share information that may be relevant to items up for discussion including any meetings or discussions had with entities or individuals involved with agenda items.					
1	2	3	4	5	N/A
Comments:					

4. Policy Execution - Votes or directive given by the commissioners are carried out in a timely manner and in a way that promotes the spirit of whatever the Board is working toward accomplishing, etc.

1 2 3 4 5 N/A

Comments:

5. Professional Knowledge - Displays a knowledge of items coming before the Board for a vote or discussion, due diligence in gathering information ahead of meetings and being prepared to give insight on an issue from both perspectives.

1 2 3 4 5 N/A

Comments:

6. Work Attitude/Ethics - Conducts themselves in a manner that reflects well on the Board and the County. Executes their duties in a way that is both fair and appropriate with both the Commissioners, as well as other elected officials, department heads, and staff.

1 2 3 4 5 N/A

Comments:

7. Interpersonal Relations - Works well with each commissioner in a professional and fair manner. Learn what is important to each commissioner and assist them in an appropriate manner.

1 2 3 4 5 N/A

Comments:

8. Overall - Taking into consideration the various tasks and duties assigned to the County Administrator do you feel that they are fulfilling the position in a manner that is overall beneficial to the Board and to the County?

1 2 3 4 5 N/A

Comments:

9. Other - Please use this area to add any additional comments or suggestions.

1 = Poor, 2 = Needs Improvement, 3 = Fair, 4 = Good, 5 = Excellent, N/A = Unable to Rank

Name: _____, Date Submitted: ____/____/2023

For Internal Use Only:

1.	2.	3.	4.	5.	6.	7.	8.	9. Y / N
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2023 Department Head Evaluation of County Administrator

Anonymity will be respected in delivering the results of this evaluation. As such, please return this completed form in a sealed envelope to: Jesse Osmer, 106 North Second Avenue #1, Alpena MI 49707 by September 25. Your results will be combined with other Department Heads and an average given, along with any subsequent input that may be shared.

1. Communication - The Administrator checks in often, conveys necessary information, and is open to accepting suggestions or comments that would either benefit the department or assist in better understanding their needs. They are easily accessible.					
1	2	3	4	5	N/A
Comments:					
2. Responsiveness - The Administrator responds to emails and messages in a timely manner that does not hinder the business of the department.					
1	2	3	4	5	N/A
Comments:					
3. Work Attitude/Ethics - The Administrator is approachable and open to conversations on how to improve or handle situations that may arise within the department. They treat others with respect and fairness.					
1	2	3	4	5	N/A
Comments:					
4. Overall - Taking into consideration the various tasks and duties assigned to the County Administrator do you feel that they are fulfilling the position in a manner that is overall beneficial to the Department and to the County?					
1	2	3	4	5	N/A
Comments:					

1 = Poor, 2 = Needs Improvement, 3 = Fair, 4 = Good, 5 = Excellent, N/A = Unable to Rank