Executive Director Annual Evaluation

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| Executive Director’s Name: | Overall Rating: |
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| Date: | Rating Scale: EE; ME NI |
|  | EE: Exceeds ExpectationsME: Meets ExpectationNI: Needs Improvement |

 Please Note: Items highlighted in red are added suggestions taken from the old evaluation tool.

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| Performance Criteria | Score | Evaluator’s Comments (Why are you giving this score? Please give basis for your opinion |
| 1. **Communication Skills**:
2. Oral:
* Presents information and ideas in a clear and concise manner when communicating with the staff and Board, and the general public on matters involving the Housing Authority of the City of Pocatello (PHA). Keeps the Board fully informed.
* Articulates in a professional manner on matters involving the PHA to groups, in all media events and in small groups and private settings.
1. Written:
* Provides clear and concise expressions of information using appropriate grammar and style.
* Provides clear and accurate correspondence on PHA matters in writing or electronically to the staff, Board, vendors, housing tenants, HUD, other housing authorities, local officials, and community organizations.
* Files legal & regulatory documents in a timely manner and complies with relevant laws and regulations.
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| 1. **Budget Performance**:
* Accurately budgets PHA expenses based on prior actual performance and other known factors.
* Budgets planning process incorporates all departments that impact the budget.
* Provides variance explanations that are clear, concise, and accurate.
* Actually projects department/program revenue, receivables, and expense spending.
* Responsible for oversight and accuracy of daily financial functions.
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| 1. **Annual Audits:**
* Passes annual audits with minimal deficiencies in all operational areas.
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| 1. **Housing Authority Home Inspection**:
* Receives a passing score for the Real Estate Assessment and Compliance inspection program on existing housing under the direction and control of the PHA.
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| 1. Governance **& Leadership**:
* Uses positive leadership style, influence, motivational techniques and conflict resolution to obtain maximum output and commitment from staff and the Board.
* Provides direction and leadership to fulfill the HA’s vision, mission, values, strategies, goals and objectives.
* **Works with Board to get the best thinking and involvement of each Board member .**
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| 1. Management& Administration**:**
* Provides general oversight of all agency activities, manages day-to-day operations, and assures a smoothly functioning, efficient and safe organization.
* Recruits personnel, negotiates professional contracts, and assures development of appropriate salary structures.
* Deals effectively with demanding situations, and design and implements effective interventions.
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| 1. **. Policies & Procedures:**

- Devises necessary administrative procedures to execute the policies of the Board.  - Assures that appropriate policies are in place to guide the PHA’s work in all areas**.** |  |  |
| 1. **Initiative**:
* Is self-driven, demonstrates resourcefulness, versatility, flexibility, originality, and ability to conceive and carry out programs effectively.
* Demonstrates initiative and creativity in identifying and addressing strategic issues facing the PHA.
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| 1. **Problem Solving/Decision Making**:
* Ability to analyze a situation, use good judgment in selecting a course of action, makes a decision and follows it through.
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|  10. **Innovativeness** & Strategic Planning**:*** Generates and/or recognizes imaginative, creative approaches to work-related situations.
* Works with the Board Chair to focus the Board’s attention on long-range strategic planning.
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|  11. Relationship Building: - Identifies the key relationships necessary to support an effective organization and  assures proper planning and communication to develop and maintain such  relationships.  - Works with legislators, regulatory agencies, volunteers, and representatives of the  nonprofit sector to promote legislative and regulatory policies that encourage a healthy  community and addresses issues of the PHA’s constituencies.* Identifies, develops, and maintain crucial community partnerships.
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|  12. Make Ethical Decisions; Promotes Safety, and Diversity:- Performs duties in an ethical manner. - Adheres to all laws that govern equal opportunity and diversity in employment, fair  housing, and programs.* Promotes quality assurance, safety and organizational stability through development and implementation of standards and controls, systems and procedures, and regular evaluations.
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|  13. **Quality of Work**: - Completeness, accuracy, and neatness. - Effectively manage continuity, change, and transition. |  |  |
|  14**. Goal Setting:** **-** Sets and achieves clear and measurable goals and reasonable deadlines (Evaluator:  Please attach goals for evaluation year).   |  |  |
| Signature of Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Executive Director :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |