

CAO PERFORMANCE EVALUATION

CAMA CAO Competency

Evaluator Comments Regarding Acting CAO Rick Winters Performance

1. Promotes the development and performance of staff and employees throughout the organization.
2. Helps elected officials and other community actors identify, work toward, and achieve common goals.
3. Service delivery management
– maintains a consistently high level of quality in staff work, operations procedures, and service delivery.

4. Functional and operational expertise and planning.

5. Strategic leadership – sets an example that urges the organization and the community toward experimentation, change, creative problem solving, and prompt action.

6. Democratic advocacy and citizen participation – demonstrates a commitment to democratic principles by respecting elected officials, community interest groups, and the decision-making process.

7. Diversity – understands and values the difference among individuals and fosters these values throughout the organization.

8. Strategic planning – positions the organization and the community for events and circumstances that are anticipated in the future.

9. Advocacy and interpersonal communication – facilitates the flow of ideas, information, and understanding between and among individuals.

10. Presentation skills – conveys ideas or information effectively to others.

11. Media relations – communicates information to the media in a way that increases public understanding of local government issues and activities.

12. Integrity – Demonstrates fairness, honesty, and ethical and legal awareness in personal and professional relationships and activities.

13. Additional comments

Mayor's Signature

Date

CAO Signature

Date

[Terms of Reference - CAO Performance Evaluation Committee](#)