

ANTRIM COUNTY
EVALUATION OF COUNTY ADMINISTRATOR AND FINANCE DIRECTOR
POLICY AND PROCEDURE

Adopted: September 3, 2020

POLICY:

The Antrim County Board of Commissioners believe it is essential to evaluate the County Administrator and Finance Director periodically in order to assist the Board of Commissioners, County Administrator, and Finance Director in the proper execution of their employment responsibilities, and to offer opportunity for individual and County improvement through open communication between participating individuals. To carry out this responsibility, the Board of Commissioners will evaluate the County Administrator and Finance Director utilizing a transparent, and effective performance evaluation system that provides the following:

- Evaluates the County Administrator and Finance Director's job performance at least annually, while providing timely and constructive feedback.
- Evaluates the County Administrator and Finance Director's job duties and responsibilities in the categories of exceeds, meets, or needs improvement.
- Monitors County Administrator and Finance Director progress toward meeting prior year goals and objectives.
- Establishes specific goals, areas of improvement, and professional development opportunities.
- Aligns goals and objectives to the Strategic Plan of Antrim County where practical.

PROCEDURE:

The Board of Commissioners will review the performance of the County Administrator and Finance Director at least annually.

The County Administrator and Finance Director will complete the Employee Self Evaluation form.

Board of Commissioner members will complete an Individual Board Member Input form.

Board of Commissioners will review the Employee Self Evaluation forms, as well as documentation from the prior year.

An overall assessment will be completed jointly by members of the Board of Commissioners. This will be based on a review and discussion of all completed forms. Job duties and responsibilities, as well as core competencies will be reviewed and rated. Progress toward

meeting stated goals will be reviewed. A professional development plan will be developed based on goals and/or challenges.

The evaluation discussion will be conducted in closed session at the request of the County Administrator or Finance Director. Those participating in the closed session will include the Board of Commissioners, County Administrator and/or Finance Director, and the Human Resources Director. The Board Performance Evaluation form will be completed by the Human Resources Director.

A completed Performance Evaluation form will be signed by the Board Chair and a copy provided to the County Administrator and Finance Director. A completed evaluation packet including a signed copy of the Performance Evaluation, along with all evaluation forms will be placed in personnel files by the Director of Human Resources.