

_____ District Agricultural Association CEO Performance Evaluation

CEO Name: _____ Evaluation Period: _____ to _____

Performance levels should be noted based on the following scale:

PERFORMANCE SCALE
5 - Excellent: Almost always exceed expectations and performs at a high standard.
4 - Above Average: Generally exceed performance expectations.
3 - Satisfactory: Meets performance expectations.
2 - Below Average: Usually does not meet expectations.
1 - Poor: Rarely meets expectations.
N/A - Not Applicable.

1. WORK PRODUCTION

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- _____ Appropriately plans work activities and timetables to establish and meet program goals, objectives and deadlines.
 - _____ Produces high quality, comprehensive work products.
 - _____ Establishes work completion deadline commitments and meets them.
 - _____ Accepts work assignments and views problem solving as a challenge.
 - _____ Approaches work with a high level of initiative, creativity and flexibility.
 - _____ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
 - _____ CEO is enthusiastic, cooperative and willing to adapt.
 - _____ CEO is a "self-starter," and possesses the necessary mental and physical stamina.

General Comments:

2. LEADERSHIP

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- _____ Cooperates, inspires, motivates, persuades and guides others toward goal accomplishment.
 - _____ Adapts leadership style to a variety of situations.
 - _____ Models high standards of honesty, integrity, trust, openness and flexibility.
 - _____ Makes sound decisions consistent with the fair's objectives.
 - _____ Demonstrates a capacity for innovation and creativity.
 - _____ Anticipates problems and develops effective approaches for solving them.
 - _____ Willing to try new ideas proposed by Board members and/or staff.
 - _____ Addresses future needs and develops adequate plans anticipating long term trends.
 - _____ Exercises ethical judgment.

General Comments:

3. EXECUTION OF CEO ROLES

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- _____ Abides by the majority decision of the Board.
 - _____ Implements and carries out the directives of the Board.
 - _____ Supports the actions of the Board after a decision has been reached.
 - _____ Responds timely to requests for information or assistance by the Board.
 - _____ Appropriately informs the Board of progress and problems, current issues and administrative developments in a timely manner.

- _____ Assists and presents the Board with sufficient amount of information for use in the review and development of Policies & Procedures.
- _____ Offers workable alternatives to the Board for changes in policy when an existing policy is impractical or ineffective.
- _____ Presents the Board with sufficient amount of information on matters impacting the Association.
- _____ Expresses his/her opinion at Board meetings on all matters impacting the Association.
- _____ Receptive to constructive criticism and advice through the proper line of communication from the Board.
- _____ Provides strong administrative guidance to the Board on various policies of the CDFA.
- _____ Understands and enforces local and state government's laws, policies and ordinances.
- _____ Provides reports to the Board that are in accordance with the Policy & Procedures Manual.
- _____ Reports produced by the CEO are accurate, comprehensive, concise and presented in a professional manner.
- _____ Provides the Board with reports concerning matters of importance to local and state government.
- _____ Works with the Board to develop annual goals and objectives of management.

General Comments:

4. BOARD MEETING PROCEDURES / OPEN MEETING LAWS

- _____ Acts in accordance with applicable Open Meeting Laws in the development of meeting notices, meeting agendas and closed sessions items.
- _____ Assists and promotes the Board to act in compliance with applicable Open Meeting Laws.
- _____ Provides the meeting agenda and supportive material to the Board prior to Board meetings in a timely manner and in accordance with the Policy & Procedures Manual.
- _____ Ensures that the meeting minutes are prepared in an accurate and professional manner in accordance with the applicable Open Meeting Law and the fair's Policy and Procedures Manual and correctly maintained in a permanent file.

General Comments:

5. CUSTOMER RELATIONS

- _____ Responds to complaints from customers in a professional manner.
- _____ Displays dedication to the community.
- _____ Cooperates with neighboring communities.
- _____ Skillful in dealing with the news media.
- _____ Listens to others and recognizes their interests; works well with others.
- _____ Willing to meet with members of the community to discuss their concerns.

General Comments:

6. HUMAN RESOURCES / STAFFING

- _____ Recruits and retains competent personnel for all staff positions.
- _____ Provides timely performance appraisals.

- _____ Strives to improve staff performance.
- _____ Addresses discipline issues in a timely and effective manner.
- _____ Ensures appropriate staffing to provide effective and efficient service.
- _____ Ensures a safe working environment.
- _____ Informs and promotes the staff to complete state employee training requirements.

General Comments:

7. MANAGEMENT / SUPERVISION

- _____ Creates a work environment in which employees are valued and respected.
- _____ Creates a work environment in which employees possess a sense of ownership and satisfaction in unit accomplishments and have an understanding of their personal importance to the fair organization.
- _____ Instills confidence and initiative in subordinates and emphasizes supportive rather than restrictive controls.
- _____ Inspires continuous learning and development of staff.
- _____ Recognizes and values the contributions of all members of a diverse workforce.
- _____ Empowers department managers to make decisions, yet maintains general control of the operations.
- _____ Has developed a good relationship with the staff and work force as a whole.
- _____ Evaluates Civil Service personnel annually.
- _____ The Association's staff works as a team and seeks ways to be innovative and oriented toward effective problem-solving.
- _____ Delegates responsibility effectively, maximizes the use of staff and provides the right amount of communication to staff.
- _____ Meets the annual goals and objectives of management developed with the Board.
- _____ The CEO properly controls the Association's operational and functional activities and motivates others to maximum performance.

General Comments:

8. INTER-PERSONAL RELATIONSHIPS AND COMMUNICATIONS

- _____ Fosters effective and cooperative relationships with fair employees, contractors, customers, patrons and with other fair industry organizations.
- _____ Professionally represents the fair.
- _____ Ensures all interested parties are kept fully informed of issues which impact their work assignments and responsibilities.
- _____ Oral and written communications are well organized, comprehensive, to the point, appropriate for the intended audience and reflect the tact necessary to exhibit sensitivity to the needs of others.
- _____ Promotes effective and cooperative relationships with local, state and federal government officials.

General Comments:

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by the Board.
- _____ The prepared/recommended budget is presented clearly to the Board.

- _____ Appropriately informs the Board of budget line changes in a timely manner.
- _____ Makes the best possible use of available funds, conscious of the need to operate the Association efficiently and effectively.
- _____ Possesses awareness of the importance of financial planning and accounting controls.

General Comments:

NARRATIVE EVALUATION

10. What would you identify as the CEO's strengths, expressed in terms of the principal results achieved during the evaluation period?

11. What performance areas would you identify as needing improvement? Why? What constructive, positive suggestions can you offer the CEO to enhance performance?

12. Other Comments?

GOALS & OBJECTIVES

13. Agreed Upon Goals and Objectives for the new evaluation period:

CEO Signature

Date

Chair Signature

Date