



100 E. Abriendo Ave.
Pueblo, CO 81004-4290

EXECUTIVE DIRECTOR PERFORMANCE REVIEW

DIRECTIONS: Rate each area by indicating the selected score. If unable to rate area, skip it.

Rating Scale: 5 = Exceptional Performance
 4 = Performance Exceeds Expectations
 3 = Performance Meets Expectations
 2 = Performance Fell Below Expectations
 1 = Performance Needs Improvement to Retain Job

Part A: Organizational Responsibilities

1. Vision, Mission, and Strategy:

How satisfied are you that the Executive Director has a clear understanding of the mission and strategy of the organization and plays a key role in translating that mission into realistic action?

- Plans, organizes, and directs all activities concerning the administration of public library services for the Pueblo City-County Library District.

☐ 5 = Exceptional ☐ 4 = Exceeds ☐ 3 = Meets Expectations ☐ 2 = Below ☐ 1 = NI

Please comment:

2. Achievement of Results:

How satisfied are you that the Executive Director has accomplished the objectives and priorities set by the Board for the performance period?

- Develops and implements long-range plans for the District in coordination with the Board of Trustees.
- Reports on activities of the District to the Board of Trustees and other external agencies.

☐ 5 = Exceptional ☐ 4 = Exceeds ☐ 3 = Meets Expectations ☐ 2 = Below ☐ 1 = NI

Please comment:

3. People Management:

How satisfied are you that the Executive Director has built a positive work culture through staff selection and development?

- Oversees the selection, management, direction, and evaluation of District staff in the delivery of library programs and services.
- Develops, interprets, and communicates operations procedures to library staff.

☐ 5 = Exceptional ☐ 4 = Exceeds ☐ 3 = Meets Expectations ☐ 2 = Below ☐ 1 = NI

Please comment:

4. Program Management:

How satisfied are you that the Executive Director has appropriate knowledge of the organization programs and services, and provides suitable oversight for the provision of high quality programs and services?

- Maintains and enhances library collections and services to meet community needs.
- Stays current on new trends in library programs and facilitates testing of new techniques, materials, and equipment for improvement of the District's operation.

☐ 5 = Exceptional ☐ 4 = Exceeds ☐ 3 = Meets Expectations ☐ 2 = Below ☐ 1 = NI

Please comment:

5. Effectiveness in Fund Raising and Resource Development:

How satisfied are you that the Executive Director is an effective fundraiser, working well with all constituencies and donors to generate needed resources for the fulfillment of the organization's mission?

- Fosters community, business, and government support, including financial, for District programs.

☐ 5 = Exceptional ☐ 4 = Exceeds ☐ 3 = Meets Expectations ☐ 2 = Below ☐ 1 = NI

Please comment:

6. Fiscal Management:

How satisfied are you with the Executive Director's management of financial matters including accurate accounting and informed financial decision-making for all PCCLD operations?

- Supervises the preparation of an annual budget, its presentation for approval by the Board of Trustees, and its implementation.
- Responsible for financial oversight of all PCCLD operations.

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Please comment:

7. Operations Management:

How satisfied are you that the Executive Director has assured that the organization has suitable systems, policies, and processes for: accounting and fund management, personnel management, office space, information technology, and risk management?

- Submits recommendations to the Board of Trustees for establishing library policy.
- Ensures the proper maintenance of District physical facilities and technology.
- Ensures PCCLD has suitable systems, policies and processes.

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Please comment:

8. The Board / Staff Relationship:

How satisfied are you that the Executive Director works effectively with the Board, maintaining good communications and a collegial, professional environment?

- Serves such other roles and functions as may be directed by the Board of Trustees.

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Please comment:

9. External Liaisons and Public Image:

How satisfied are you that the Executive Director maintains a positive professional reputation in the local community and cultivates effective relationships with public officials, constituents, consumers, and other relevant community organizations?

- Directs the promotion of a positive image of the District, represents the District to the community, and serves as an active community leader for the furtherance of District goals.
- Provides representation and acts as a liaison on behalf of the District with local, state, and federal governments, and local, state, and national associations and professional organizations.

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Please comment:

10. Other Expectations:

How satisfied are you that the Executive Director has responded appropriately to unanticipated or difficult situations, and to those specific challenges associated with the unique mission of this organization?

☐ 5 = Exceptional

☐ 4 = Exceeds

☐ 3 = Meets Expectations

☐ 2 = Below

☐ 1 = NI

Please comment:

Part B: Overall Assessment

Narrative Summary of Performance:

Affirmation of Strengths and Achievements:

Discussion of Gaps:

Suggestions for Professional Development: