



Office of:  
THE BOARD OF SELECTMEN

DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION

Rec'd Townsend Town Clerk  
4 MAY '21 AM 8:43

Name: James M. Kreidler, Jr.

Title: Town Administrator

Person Performing Evaluation:

RATING SCALE								
1	/	2	/	3	/	4	/	5
1 – Unsatisfactory			2 – Below Expectations			3 – Meets Expectations		
4 – Exceeds Expectations			5 – Outstanding					
N/A – Not Applicable								

**1. PERSONAL & PROFESSIONAL SKILLS**

- \_\_\_\_\_ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- \_\_\_\_\_ Composure, appearance, conduct and attitude fitting for an individual in management position. Maintaining high moral and ethical standards.
- \_\_\_\_\_ Knowledgeable of current developments affecting the management field and affecting town governments.
- \_\_\_\_\_ Has a capacity for and encourages innovation
- \_\_\_\_\_ Anticipates problems and develops effective solutions and alternative approaches for solving them.
- \_\_\_\_\_ Willing to try new ideas proposed by Board Members or staff.
- \_\_\_\_\_ Actively participates in professional associations and conferences to keep educated and informed.
- \_\_\_\_\_ Maintains agencies.
- \_\_\_\_\_ Rapport with various other governmental jurisdictions:
- \_\_\_\_\_ Open to criticism and willing to adapt.
- \_\_\_\_\_ Devotes necessary time to position and is energetic about duties.

Comments:

---

---

---



Office of:  
THE BOARD OF SELECTMEN

DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION

---

---

---

---

**2. RELATIONS WITH BOARD, SUPERVISORS AND DEPARTMENT HEADS**

\_\_\_\_\_ Carries out directives of the Board as a whole rather than those of any one Board member and supports actions of the Board after a decision has been made.

\_\_\_\_\_ Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.

\_\_\_\_\_ Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.

\_\_\_\_\_ Responds to requests for information, suggestions or assistance by the Board in a timely manner and is readily available.

\_\_\_\_\_ Informs the Board of administrative developments promptly.

\_\_\_\_\_ Receptive to constructive criticism and advice.

\_\_\_\_\_ Enforces Town policies. Reviews procedures as necessary to improve effectiveness and accountability.

\_\_\_\_\_ Understands Town ordinances and policies.

\_\_\_\_\_ Implements Board action in accordance with the intent of the Board.

\_\_\_\_\_ Offers workable alternatives to the Board for changes when an ordinance or policy proves impractical or is out of date.

\_\_\_\_\_ Effectively understands the goals of the Board and successfully prioritizes and works to implement goals.

Comments:

---

---

---



Office of:  
THE BOARD OF SELECTMEN

DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION

---

---

---

**3. REPORTING**

- \_\_\_\_\_ Provides the Board with reports and memos concerning matters of importance to the Town in an efficient and timely manner.
- \_\_\_\_\_ Reports and memos are accurate and comprehensive.
- \_\_\_\_\_ Reports and memos are generally produced through own initiative rather than when requested by the Board.
- \_\_\_\_\_ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.

Comments:

---

---

---

---

---

---

**4. CITIZEN AND INTERGOVERNMENTAL RELATIONS**

- \_\_\_\_\_ Responsive to complaints from citizens and promptly follows through with negotiations with citizens.
- \_\_\_\_\_ Dedicated to the community and its citizens.
- \_\_\_\_\_ Carries out an effective Town public relations program keeping residents



Office of:  
THE BOARD OF SELECTMEN

DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION

- \_\_\_\_\_ informed including communicating Town Board decisions.
- \_\_\_\_\_ Has the capacity to listen to others and to recognize their interests--works well with others.
- \_\_\_\_\_ Willing to meet with members of the community to discuss their concerns.
- \_\_\_\_\_ Cooperates with neighboring communities.
- \_\_\_\_\_ Cooperates with the County.
- \_\_\_\_\_ Cooperates with other organizations within the Town, such as TCAM, School Districts and Affordable Housing Trust.
- \_\_\_\_\_ Establishes and maintains an image of the Town to the community that represents quality services and professionalism.

Comments:

---

---

---

---

---

---

**5. STAFFING & SUPERVISION**

- \_\_\_\_\_ Recruits and retains competent personnel for Town positions.
- \_\_\_\_\_ Aware of staff weaknesses and works to improve their performance.
- \_\_\_\_\_ Accurately informed and concerned about employee relations.
- \_\_\_\_\_ Effectively communicates with Town employees and takes actions to maintain a high level of employee morale.
- \_\_\_\_\_ Encourages Department Heads to make decisions within their own jurisdictions, yet maintains general control of administrative operations.
- \_\_\_\_\_ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls.
- \_\_\_\_\_



Office of:  
THE BOARD OF SELECTMEN

DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION

\_\_\_\_\_  
Has developed a friendly and informal relationship with the work force as a whole yet maintains the professionalism of the Administrator's office.

\_\_\_\_\_  
Evaluates personnel periodically and points out management weaknesses and strengths.

\_\_\_\_\_  
Capability and willingness to make hard decisions/choices when required or necessary.

Comments:

---

---

---

---

---

---

**6. FISCAL MANAGEMENT**

\_\_\_\_\_  
Prepares a balanced budget to provide services at a level directed by the Board.

\_\_\_\_\_  
Makes the best possible use of available funds, conscious of the need to operate the Town efficiently and effectively.

\_\_\_\_\_  
Prepared town budget and Capital Planning budget is in an intelligent, professional but readable format.

\_\_\_\_\_  
Pursues grant funding opportunities as necessary and available and reports to departments, boards, or committees.

\_\_\_\_\_  
Possesses awareness of the importance of financial planning and control.

\_\_\_\_\_  
Supervises Town contractors and consultants to ensure fiscal responsibility and contract completion.

Comments:

---

---

---



Office of:  
THE BOARD OF SELECTMEN

DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION

---

---

---

7. What accomplishments are of note for the Town Administrator this past year?

---

---

---

---

---

---

8. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the Town Administrator to improve these areas?

---

---

---

---

---

---

9. Please list and prioritize goals and objectives for the Town Administrator for the upcoming year.

---

---

---

---



Office of:  
THE BOARD OF SELECTMEN

DEPARTMENT SUPERVISOR PERFORMANCE EVALUATION

---

---

---

---

---

---

---

---

Evaluator's Signature:

Date:

**General Comments:**

---

---

---

---

---

---

---

---

BOARD OF SELECTMEN

ACKNOWLEDGED BY:

\_\_\_\_\_  
Member, Board of Selectmen

\_\_\_\_\_  
Town Administrator

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_