

	Town of Warwick	Town of Warwick 12 Athol Road Warwick, MA 01378	Phone: 978-544-6315 FAX: 978-544-6499 warwick_ma@lycos.com	Selectboard: Patricia Lemon, chair Frederick H. Abbott III, vice-chair Nicholas C. Arguimbau Coordinator: J. David Young
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Town Coordinator, J. David Young
May, 2008, Employee Evaluation

Key to Ratings:

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| 1 = Rarely or never meets standard, needs improvement | 4 = Consistently meets standard; regularly exceeds standard |
| 2 = Occasionally meets standard, needs improvement | 5 = Consistently exceeds standard |
| 3 = Consistently meets standard, occasionally exceeds; satisfactory job performance | N/O = This standard not observed in this employee |

	EVALUATION STANDARD essential duty, supervisory responsibility, or other requirement listed in Town Coordinator Job Description	Rating by		
		Former Selemman Toth	Former Selemman Whiting	Former Selemman Williamson
1.	Oversees day-to-day operation of Town government, including managing the Town Hall on scheduled work days, (e.g. oversee scheduling of auditorium, kitchen, and Boards Room, ensure proper maintenance, draw up a schedule of equipment maintenance, etc.).			
2	Oversees setting up and maintaining a filing system for Selectboard papers			
3.	Facilitates communication among townspeople, boards, committees, departments, and other town entities.			
4	Researches, analyzes and prepares reports as required and submits recommendations to the Selectboard.			
5.	Develops budget calendar. Prepares, distributes, collects budget materials. Assists town officials in the preparation of operating and capital budget requests, conducts financial analysis, and maintains the financial spreadsheet. Provides staff assistance to Finance and Capital Planning Committees			
6.	Researches and prepares grant applications and, as required, administers grants.			
7.	Provides administrative and planning assistance and coordination to boards and committees regarding Town issues as directed by the Selectboard.			
8.	Provides administrative information and assistance and coordination with various boards and committees as directed by the Selectboard.			
9.	Proposes agenda items and provides supporting documents for Selectboard meetings, posts draft agendas throughout the intervals between meetings as issues arise in coordination with Selectboard chair; attends these and other meetings as required.			

10.	Receives citizen and employee inquiries and concerns and refers them to the Selectboard for action, as needed, reporting significant incidents and trends to the Selectboard.			
11.	Serves as Chief Procurement Officer, securing goods and services for the town and preparing information for the Selectboard's review for more costly goods and services.			
12.	Works with department heads to develop specifications, provide bidding documents, and advertise and coordinate bidding procedures.			
13.	Monitors all insurance and bonding policies and practices and makes recommendations to the Selectboard.			
14.	Suggests solutions to municipal problems, based on past experience, state law and local bylaws, factors unique to the local situation and standard management guidelines.			
15.	Studies provisions of the Massachusetts General Laws related to Town matters and consults with Town Counsel regarding the interpretation and impact of laws and agency regulations when so directed by the Selectboard.			
16.	Serve as a liaison with local, state, county or federal agencies, committees or departments as the Selectboard directs.			
17.	Acquires and maintains professional competencies through participation in relevant workshops and seminars.			
18.	Coordinates annual licensing activities.			
19.	May assist department heads in resolving personnel issues.			
20.	Assists the Selectboard in policy development.			
21.	Supervises non-elected staff as designated by the Selectboard.			
22.	Monitors operational and fiscal activities.			
23.	Oversees job evaluation process and develops employee goals and objectives.			
24.	Serves as point person in charge of central log of municipal computer hardware, software and networks. Develops user information guidelines and policies for computer virus protection and back-up procedures.			
25.	Provides staff assistance to Broadband Committee			
26.	Provides staff assistance to Building and Energy Committee			
27.	Supervises Town Secretary, Town Hall Custodian, all volunteers, and any others delegated by the Selectboard.			
28.	Demonstrates working knowledge of the procedures and principles of municipal government and public administration.			
29.	Demonstrates working knowledge of applicable state and federal laws and regulations, town by-laws and federal and state grants preferred.			
30.	Demonstrates excellent oral and written communication skills.			
31.	Demonstrates excellent interpersonal skills and ability to work effectively and with tact in dealing with diverse groups of people, including state and federal agency personnel, town officials, employees and citizens.			

32.	Demonstrates in-depth knowledge of the town its residents and recent history and an understanding of its social mores.			
33.	Demonstrates computer competency			
34.	Operates standard office equipment, including but not limited to: personal computer, telephone, calculator, fax machine, typewriter and copy machine.			
RATING SUMMARY (score total divided by number of scores)				

Narrative Section:

Selectboard Members:

Please complete the section below with a narrative that explains the employee's strengths in the position and areas for improvement. Include goals and needs for that employee's performance for the next year and, where appropriate, recount exemplary incidents.

1. What are the employee's strengths in the position?

PL:

FA:

NA:

2. How did the employee meet evaluation period's goals (i.e. cite training received, certifications achieved, future projects, etc.

PL:

FA:

NA:

3. What are your goals vis-à-vis this employee for the coming year (i.e. training, certifications, future projects)

PL:

FA:

NA:

4. How does the employee relate to townspeople other than the Selectboard?

PL:

FA:

NA:

5. How does the employee relate to the Selectboard?

PL:

FA:

NA:

Do you recommend this employee for retention beyond the probationary period, subject to funding availability?

PL:

FA:

NA:

Employee:

Please review the ratings and narrative completed above and respond with a review of your strengths, your areas of improvement, your goals and needs for the next year in the position. Do you agree or disagree with the above review and why?

Employee: J. David Young
Position: Town Coordinator
Six-Month Performance Review p. 4 of 4
June 2, 2008

I have seen, discussed, and have been provided with a copy of this Employee Evaluation.

_____ Department Head's Signature	_____ Date	_____ Employee's Signature	_____ Date
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