

Community Administrator Performance Appraisal Template

EMPLOYEE NAME: _____ DATE OF REVIEW: _____

COMMUNITY: _____

STANDARDS	TASKS	ASSESSMENT	PLAN OF ACTION
<p><u>FINANCIAL</u> Ensure that all monies received are deposited and that all expenditures are processed in accordance with departmental directives.</p>	<ul style="list-style-type: none"> - monies deposited per department policy. - ensure all expenditures are in accordance with departmental policy and are by council resolution. 		
<p>Ensure that all financial records of council are completed, balanced on a monthly basis and kept in safekeeping in the place designated by council or the council office, in accordance with departmental directives and policies concerning community audits.</p>	<ul style="list-style-type: none"> - review with council, completed and balanced bank reconciliations by 20th of following month. - review with council, the monthly financial statement by the 20th of the following month. - review with council, accounts receivable and payable listing at each regular meeting. - ensure proper filing and safekeeping of all financial records so audits can be done. 		
<p>Ensure budgets are prepared in sufficient detail and time to allow good planning.</p>	<ul style="list-style-type: none"> - as per councils planning meetings, the draft budget is to be completed in conjunction with the community management plan by Dec. 30. - after councils review and approval, budget and plan are submitted to the department by required deadline. 		
<p>Ensure the proper collection of taxes.</p>	<ul style="list-style-type: none"> - ensure all tax payments are recorded and forwarded to the department as per policy. - encourage the payment of taxes by explaining the tax process to residents and assisting with tax collections. - participate in the tax auction process per departmental direction. 		

STANDARDS	TASKS	ASSESSMENT	PLAN OF ACTION
<p><u>ADMINISTRATION</u> Follow the personnel policy developed by the council concerning council employees.</p>	<ul style="list-style-type: none"> - supervise and train community support staff as requested. - advise council of personnel problems and possible solutions. - ensure personnel policies are adequate for the community. - ensure personnel polices conform to department policy and applicable laws. 		
<p>Ensure that all pertinent correspondence, financial information (financial statements) and items of council business are presented at the council meeting and/or are responded to in proper manner and are filed in an acceptable filing system.</p>	<ul style="list-style-type: none"> - prepare a list of all correspondence and business for council to deal with at the council meeting. - ensure that correspondence is responded to, per council's direction. - ensure that proper files are maintained for all of council records. 		
<p>Ensure that proper agendas and minutes of all council meetings are prepared and distributed to proper agencies.</p>	<ul style="list-style-type: none"> - ensure agendas are prepared and distributed to council members prior to the meeting. - ensure minutes and resolutions are sent to applicable parties. 		
<p><u>MUNICIPAL SERVICES</u> Ensure the terms and conditions of any funding agreement are followed.</p>	<ul style="list-style-type: none"> - review any programs or agreements council is considering entering into and advise council of any implications (financial or otherwise) before council signs agreements. - ensure terms and conditions of agreements entered into are adhered to. 		
<p>Ensure all government regulations, by-laws and council directions are followed.</p>	<ul style="list-style-type: none"> - assist council through research and advice, supervision of budgeting procedure and policies, financing, organizing, planning, analyzing, interpreting and evaluating the community needs relating to infrastructure and general community growth for the development and establishment of local municipal services as defined in the <i>Northern Affairs Act</i>. - assist council with liaison between the council and other government agencies to ensure maximum benefit to the community and government departments. - assist council and community in understanding their responsibilities through advice and supervision on procedures, resolutions, by-laws, project development and management, election procedures and the various alternatives and implications of the same. 		
<p><u>OTHER</u> Participate in training sessions.</p>	<ul style="list-style-type: none"> - attend all training courses, as required. 		

EMPLOYER'S COMMENTS:	EMPLOYEE'S COMMENTS:
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EMPLOYER'S SIGNATURE

EMPLOYEE'S SIGNATURE

DATE: _____