

P.O. Box 280  
692 Marshall, Suite A  
San Andreas, CA 95249  
(209) 754-2094 Fax: (209) 754-2096  
[info@calacog.org](mailto:info@calacog.org)  
[www.calacog.org](http://www.calacog.org)



CALAVERAS COUNCIL  
of GOVERNMENTS

**TO:** Council Members

**FROM:** Tim McSorley, Executive Director

**DATE:** April 4, 2007

**SUBJECT:** **Executive Director Evaluation Criteria**

In accordance with the contract between the Council and the Executive Director, the Council is scheduled to prepare a performance evaluation after six months of service. This memo is intended to offer some criteria with which to prepare that evaluation. There is no particular order, priority or weighting of the list, simply some suggestions.

Does or is the Executive Director...

- adequately and appropriately implementing the Overall Work Program?
- responsive to the Council and readily accessible to inquiries?
- responsive to the public?
- provide accurate reporting and effective in communications?
- knowledgeable about the subject matter?
- adequately and appropriately represent the Council outside of the County?
- provide for growth and development of staff by providing training and networking opportunities?
- involve staff and encourage input in the decision-making process?
- provide a pleasant work environment?
- encourage and promote cooperation with other agencies and County departments?
- display a sense of humor?
- receptive to constructive criticism?
- preparing and managing the budget appropriately?
- stay current with local and state issues?
- receptive to new ideas or approaches to transportation planning?
- adequately and appropriately manage the work of consultants?

There will be a closed session scheduled for the May 9, 2007 CCOG meeting to discuss and present an evaluation for the Executive Director.