

Polk Regional Water Cooperative (PRWC)

Executive Director Annual Performance Review (Rev. 4/25/25)

Reviewer: _____

Date: _____

Performance Dimension	Score	Supporting Comments
<i>Evaluate each performance dimension from 1 to 5 using the scale below. Add supporting comments when appropriate.</i>		
I. Fiscal Management/Management of Assets		
<ul style="list-style-type: none"> Thorough and effective preparation/management of budgets 		
<ul style="list-style-type: none"> Timely updates of PRWC regarding financial conditions 		
<ul style="list-style-type: none"> Project increments progress and maximizing their value 		
<ul style="list-style-type: none"> Assists PRWC in establishing long-term financial goals 		
II. Leadership		
<ul style="list-style-type: none"> Supports appropriate courses of action & achieves PRWC goals 		
<ul style="list-style-type: none"> Plans & organizes responses to requests/complaints/concerns 		
<ul style="list-style-type: none"> Effective at setting vision and tone with Legal, TeamOne, and Construction Manager at Risk 		
III. Policy and Planning		
<ul style="list-style-type: none"> Effectively assists PRWC in establishing long-range goals 		
<ul style="list-style-type: none"> Anticipates future needs & meets those needs appropriately 		
<ul style="list-style-type: none"> Provides unbiased advice/alternatives to facilitate decision-making 		
IV. Outside Stakeholder Relations		
<ul style="list-style-type: none"> Maintains the PRWC's image for service & professionalism 		
<ul style="list-style-type: none"> Maintains a liaison with private individuals and organizations involved in matters relating to the PRWC 		
<ul style="list-style-type: none"> Inspires an attitude of helpfulness and courtesy 		
<ul style="list-style-type: none"> Maintains positive relationships with other governmental units 		
V. Communications		
<ul style="list-style-type: none"> Verbal: conducted in an open, responsive, and courteous manner 		
<ul style="list-style-type: none"> Written: understandable, succinct, and audience-appropriate 		
<ul style="list-style-type: none"> Facilitates a flow of information to various constituencies 		
<ul style="list-style-type: none"> Timely, forthright, and encourages two-way feedback 		
VI. Relationships with PRWC Members		
<ul style="list-style-type: none"> Proper and prompt response to requests 		
<ul style="list-style-type: none"> Assists in resolving problems at the administrative level to avoid future complications 		
<ul style="list-style-type: none"> Informs the PRWC members of administrative, financial, and project developments 		
VII. Management Style		
<ul style="list-style-type: none"> Sound judgment (rational, reflects the known facts) 		
<ul style="list-style-type: none"> Decisive (appropriately thorough, timely, provides a strategic perspective, etc.) 		
<ul style="list-style-type: none"> Impartial/open (objective, unbiased, and encourages collaboration) 		
Performance Evaluation Scale		
1 = Immediate Improvement	2 = Below Average	3 = Average Performance
4 = Meets Expectations	5 = Exceeds Expectations	