

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 • Timely updates of PRWC regarding financial conditions • Project increments progress and maximizing their value • Assists PRWC in establishing long-term financial goals 				
II. Leadership				
<ul style="list-style-type: none"> • Supports appropriate courses of action & achieves PRWC goals • Plans & organizes responses to requests/complaints/concerns • 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 • Anticipates future needs & meets those needs appropriately • 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 • Maintains a liaison with private individuals and organizations involved in matters relating to the PRWC • Inspires an attitude of helpfulness and courtesy • Maintains positive relationships with other governmental units 				
V. Communications				
<ul style="list-style-type: none"> • Verbal: conducted in an open, responsive, and courteous manner • Written: understandable, succinct, and audience-appropriate • Facilitates a flow of information to various constituencies • Timely, forthright, and encourages two-way feedback 				
VI. Relationships with PRWC Members				
<ul style="list-style-type: none"> • Proper and prompt response to requests • Assists in resolving problems at the administrative level to avoid future complications • 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) • Decisive (appropriately thorough, timely, provides a strategic perspective, etc.) • 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