Hardee County Economic Development Office



Employee Evaluation Summary

Bill Lambert - Executive Director, EDC

A. Performance Factors

| # | Questio | | Evaluator # | | | | | | | | Total | Aug |
|----|----------------------------|---------|-------------|----|------|--------|-------|----|------|--------|--------|----------|
| # | Question | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | TOLAT | Avg. |
| 1 | Administration | | 5 | 5 | 4 | 4 | 4 | 5 | 4 | 4 | 35 | 4.375 |
| 2 | Knowledge of Work | | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | 38 | 4.75 |
| 3 | Communication | | 4 | 5 | 5 | 4 | 3 | 5 | 5 | 4 | 35 | 4.375 |
| 4 | Teamwork | | 4 | 5 | 4 | 5 | 4 | 5 | 3 | 4 | 34 | 4.25 |
| 5 | Decision-Making | | 4 | 5 | 5 | 4 | 4 | 5 | 5 | 4 | 36 | 4.5 |
| 6 | Financial Management | | 5 | 5 | 4 | 5 | 3 | 5 | 3 | 4 | 34 | 4.25 |
| 7 | Human Capital Management | | 5 | 5 | 3 | 5 | 3 | 5 | 3 | 4 | 33 | 4.125 |
| 8 | Independent Action | | 4 | 5 | 4 | 5 | 4 | 5 | 5 | 4 | 36 | 4.5 |
| 9 | Job Knowledge | | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 5 | 38 | 4.75 |
| 10 | Leadership | | 5 | 5 | 5 | 5 | 3 | 5 | 5 | 4 | 37 | 4.625 |
| 11 | Managing Change/Improve. | | 5 | 5 | 4 | 4 | 2 | 5 | 3 | 4 | 32 | 4 |
| 12 | Contact Responsiveness | | 5 | 5 | 4 | 4 | 4 | 5 | 4 | 4 | 35 | 4.375 |
| 13 | Market Study | | 5 | 5 | 4 | 5 | 2 | 5 | 5 | 4 | 35 | 4.375 |
| 14 | Dependability | | 5 | 5 | 4 | 5 | 2 | 5 | 5 | 4 | 35 | 4.375 |
| 15 | Marketing/Public Relations | | 5 | 5 | 4 | 4 | 4 | 5 | 3 | 5 | 35 | 4.375 |
| 16 | Employee's Responsiveness | | 5 | 5 | 4 | 4 . | 2 | 5 | 5 | 4 | 34 | 4.25 |
| | | TOTALS | 76 | 80 | 68 | 73 | 50 | 80 | 68 | 67 | 562 | 70.25 |
| | | AVERAGE | 4.75 | 5 | 4.25 | 4.5625 | 3.125 | 5 | 4.25 | 4.1875 | 35.125 | 4.390625 |

B. Employee Strengths & Accomplishments

| - | Has a vision for economic development. Strong leader w/ focus, influence and excellent communication skills |
|---|---|
| - | Delegates with oversight. Works well w/local government and economic stakeholders. Responsive to business prospects. Makes recommendations |
| - | Maintains a good balance between programs and administration. |
| - | Rates Bill an excellent director and does not know who else could do a better job |
| - | Substantial knowledge of the economic development history, assets and challenges of Hardee County. Bill is skilled at communication and negotitaion |
| - | for the interests of Hardee County and representing those interest to all stakeholders. Spends significant time communicating with various stakeholders |
| - | and ensuring projects remain on task. Bill embodies the qualities of high level of flexibility, intuitiveness, and innovation to see beyond |
| - | the current circumstances, demographics and assets of Hardee County and sees the potential to create opportunity for our future. He has also |
| - | He has also demonstrated a long term committment to public service in Hardee County. |
| - | |
| - | |
| - | |

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| Rela | r in a more timely fashion, information to board members and the public about a project and seek board approval before moving forward with ac |
|--------|---|
| suc | n as hiring an outside attorney or contract changes. |
| Cor | tinue to improve policy, procedure, operational efficiencies and marketing opportunities |
| | |
| 10 | f Action Toward Improved Performance |
| Nec | ds to assure adequate control & accounting of all funds and records. Retain records with accountability and transpare |
| Ве | willing to listen and understand diverse views |
| Bill I | nas worked with the EDC/IDA board to make substantial improvements to the operational processes within the office to ensure compliance. |
| with | all necessary local, state and federal laws. Bill, staff and counsel are working to continue to improve the policies, procedu |
| and | operations of the office to ensure compliance and efficiency in properly utilizing Mosaic Agreement and all other funds. Bill has |
| ma | |
| | f Action Toward Improved Performance, cont'd. |
| n o | f Action Toward Improved Performance, cont'd. |
| n o | |
| n o | f Action Toward Improved Performance, cont'd. |
| n o | f Action Toward Improved Performance, cont'd. |
| n o | f Action Toward Improved Performance, cont'd. |
| n o | f Action Toward Improved Performance, cont'd. |
| n o | |
| n o | f Action Toward Improved Performance, cont'd. |
| 10 | f Action Toward Improved Performance, cont'd. |

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| F. Job Descript | ion Review Section |
|------------------|--|
| | Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time. |
| | Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation. |
| G. Signatures | |
| Employee | |
| | t necessarily denote agreement with official review and means only that given the opportunity to discuss the official review with the supervisor.) |
| Evaluated by | |
| Reviewed By | |
| (Board Chair) | |
| Rev 12/2/15 (vh) | |