

# Human Resources

1769 E. Moody Blvd Bldg 2  
Bunnell, FL 32110



[www.flaglercounty.org](http://www.flaglercounty.org)

Phone: (386)313-4007

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## MEMORANDUM

**TO:** Honorable Chair and Members of the Board of County Commissioners

**FROM:** Joseph A. Mayer, Community Services Director

**SUBJECT:** County Administrator Performance Evaluation

**DATE:** January 26, 2012

The attached material regarding the County Administrator's performance evaluation is being provided to each County Commissioner, in accordance with Flagler County Administrative Code No. 7.01 c. Please return the attached evaluation to the Human Resources department when complete.

C: Craig M. Coffey, County Administrator

Attachment: List of accomplishments from County Administrator

EVALUATION OF PERFORMANCE: FLAGLER COUNTY ADMINISTRATOR

Scoring should be on a scale of 0 through 5 with 5 being the highest. Any inability to answer an item should be reflected with not applicable (N/A).

- N/A not applicable
- 0 unsatisfactory
- 1 needs significant improvement
- 2 needs improvement
- 3 satisfactory (average)
- 4 successful
- 5 highly successful (exceptional)

- 5 A. Understands the position and job duties of County Administrator.
- 5 B. Projects a professional image as County Administrator.
- 5 C. Exhibits fairness in addressing county government matters.
- 5 D. Possesses a positive and progressive attitude/outlook regarding county matters and his job duties - not satisfied with the status quo or making change for change's sake.
- 5 E. Maintains a consistent management style.
- 5 F. Implements Board decisions and policy without prejudice by his own feelings.
- 5 G. Exhibits a willingness to perform job duties "above and beyond the call", hardworking, conscientious, devotion to job.

5 H. Effectively manages the annual budget process and expenditure of county funds in a professional manner.

5 I. Provides appropriate information for Board decisions.

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5 J. Provides significant contributions to assist the Board at its regular meetings.

5 K. Projects the proper image in the community for a County Administrator.

5 L. Communicates with Board members regarding appropriate county matters.

5 M. Ability to communicate orally and in written form in an easily understandable manner.

5 N. Ability to direct and lead the staff.

5 O. Provides stability for the staff to enable staff members to perform their job duties.

5 P. Ability to develop a positive staff filling vacant positions with high quality personnel.

5 Q. Effectively works to address long-term goals for the county and does not deal just with day-to-day matters.

5 R. Handles day-to-day/routine government matters in a timely manner.

5 S. Provides regulatory direction to county government, e.g. provides Administrative Code items for Board consideration.

5 T. Implements functional modifications toward improving government operations.

5 U. List any particular strengths that you so desire:

Continue to Keep BCC informed on Current  
& Future Events - Managed to Repair Princess Place Stable  
Roof and others i.e. Bridge (covered) Island House. etc  
"Keep the good work"

     V. List areas that you believe warrant attention by the Administrator over the upcoming twelve month period:

expedite National Guard Armory - Solar Field AT Airport  
to produce Electricity for Airport facilities - coffee shop at  
Library - Promote fairgrounds - Art Festivals - Antique fair -  
farmers & Swap Meet - Antique Car Shows - etc (Long over Due)

George E. Harris 2/5/2012

Commissioner's Signature

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5 S. Provides regulatory direction to county government, e.g. provides Administrative Code items for Board consideration.

4 T. Implements functional modifications toward improving government operations.

U. List any particular strengths that you so desire:

Mr. Coffey is very well versed in the Counties budget and has found creative ways to accomplish our goals.

V. List areas that you believe warrant attention by the

Administrator over the upcoming twelve month period:

Time Management continues to be a concern for me. His management style is very hands on which does not allow ~~for~~ him the opportunity to oversee the Board's vision as much as I would like. Melissa Holland

Commissioner's Signature

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\_\_\_\_T. Implements functional modifications toward improving government operations.

\_\_\_\_U. List any particular strengths that you so desire:

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\_\_\_\_V. List areas that you believe warrant attention by the Administrator over the upcoming twelve month period:

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Alan C. Peterson

Commissioner's Signature

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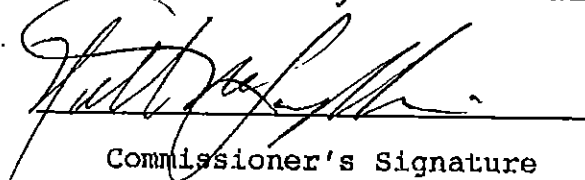
4 S. Provides regulatory direction to county government, e.g. provides Administrative Code items for Board consideration.

4 T. Implements functional modifications toward improving government operations.

\_\_\_ U. List any particular strengths that you so desire:

✓ V. List areas that you believe warrant attention by the Administrator over the upcoming twelve month period:

*Mr. Caffer brings a compassionate professionalism to what I consider to be an extremely difficult task. We are fortunate to have one such as him at this time in Floyd County history.*



Commissioner's Signature

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*Appears to. Do Not have Personal Knowledge*

4 T. Implements functional modifications toward improving government operations.

\_\_\_ U. List any particular strengths that you so desire:

Constantly trying to elevate County operations w/ quality staff. Cares about the County. Participates (with family) in County Events - engaged in the community - is fairly accessible.

\_\_\_ V. List areas that you believe warrant attention by the Administrator over the upcoming twelve month period:

Sometimes lets minor gripes boil over. <sup>(from the public)</sup> Is over protective of Commissioners speaking to staff (which can be good/bad). Still has a couple of staff members / auth issues. Wish he could be tighter w/ City of F.B & Bunell admins. as a greater alliance tool.

Barbara E. Leach  
Commissioner's Signature

Need to better use our paid lobbyists.

Mostly I desire total honesty. I can accept problems/failures when they are timely & honestly conveyed. I am not suggesting Craig hasn't been completely transparent & forthcoming but just reinforcing my expected (continued) relationship of professionalism.