



## ***MUNICIPAL POLICY HANDBOOK***

**CODE NUMBER: 1041**

**CATEGORY: Management & Organizational Functions**

### **DIRECTOR OF AGRICULTURAL & EMERGENCY SERVICES**

### **PERFORMANCE APPRAISAL**

County Council recognizes the need to conduct a meaningful performance appraisal on an annual basis with the Director of Agricultural & Emergency Services.

In recognition of the direct interaction between the Director of Agricultural & Emergency Services and the Agricultural Services Board, a two part evaluation procedure will be carried out on an annual basis as follows:

#### **A. A.S.B. Programs and Support to the Agricultural Service Board**

1. This portion of the evaluation shall be conducted by the Chairman of the Agricultural Services Board and the County Manager.
2. The evaluation shall consist of the following:
  - a review of activities in the various program areas included in the Agricultural Services Board budget and authorized by the Board.
  - a review of the A.S.B. meeting procedures including agenda preparation, background information provided, policy development, and carrying out decisions of the Board.
  - establishment of goals for the upcoming year with respect to A.S.B. programs and operation of A.S.B. Meetings.
  - establishing program objectives for the upcoming year with respect to all activities of the A.S.B. included in the annual budget.
  - to clarify job responsibilities and expectations for the coming year.

#### **B. Administrative and Management Functions**

1. The County Manager shall, within the parameters of the County personnel policies, make decisions with respect to granting of annual increments and movement on the salary grid for the Director of Agricultural & Emergency Services.

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Effective

Policy Date: 94/02/08

Reference: P# 10708, 97/06/26

Revision: Res. #06-460

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### Director of Agricultural & Emergency Services - Performance Appraisal (Cont'd . ...)

2. The County Manager will conduct an interview and provide a written appraisal document to the Director of Agricultural & Emergency Services. Topics to be discussed will include, but not be limited to the following:
  - Management, direction and motivation of staff.
  - Budget preparation, expenditure control, and financial management of A.S.B. operations.
  - Professional Development activities and personal job related goals of the Director of Agricultural & Emergency Services.
  - Communication with client groups, elected officials, ratepayers and other government agencies.
  - Other task areas assigned by the County Manager (eg. Fire permits and control, Disaster Services, etc.)
  
- C. A written summary of both the A.S.B. Program and the Administrative/Management portions of the evaluation shall be provided to the Director of Agricultural & Emergency Services. The Director of Agricultural & Emergency Services shall sign one copy to acknowledge receipt of same and the signed copy shall be placed in the personnel file of the Director of Agricultural & Emergency Services.

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