



Sunset Empire Transportation District

BOARD OF COMMISSIONERS

APRIL 15, 2024

EXECUTIVE DIRECTOR EVALUATION COMMITTEE

10:00 AM

ASTORIA TRANSIT CENTER 900 Marine Drive

<https://us02web.zoom.us/j/5148435264>

1 253 215 8782

**AGENDA:**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CHANGES TO AGENDA
5. PUBLIC COMMENT (3-minute limit)
6. NEW BUSINESS
  1. REVIEW OF EVALUATION PROCESS
  2. APPROVAL OF EVALUATION TIMELINE



**SUNSET EMPIRE TRANSPORTATION DISTRICT**

900 Marine Drive--Astoria, OR 97103  
Phone (503) 861-7433--Fax (503) 325-1606

**SETD Executive Director  
Executive Director SELF Performance Evaluation**

**DRAFT**

**Performance Evaluation For: Craig Johnston**

1. **LEADERSHIP.** The Executive Director, Jeff is able to establish goals aligned with agency priorities, creates a climate that motivates employees to perform, ensures work product accountability is established and work output is accomplished by those responsible.

- Rating: 4 Outstanding Performance
- 3 Exceeds Performance Expectations
- 2 Meets Performance Expectations
- 1 Does Not Meet Performance Expectations

Comments:

2. **MANAGERIAL.** The Executive Director, Jeff is able to plan, organize and problem-solve to achieve desired results and meet goals. Makes decisions and takes responsibility for them. Accurately predicts and forecasts future needs and prepares strategies on how to deal with them. Creates an environment to manage change and takes appropriate calculated risks.

- Rating: 4 Outstanding Performance
- 3 Exceeds Performance Expectations
- 2 Meets Performance Expectations
- 1 Does Not Meet Performance Expectations

Comments:

3. **INTERPERSONAL SKILLS.** The Executive Director, Jeff keeps appropriate people informed, clearly expresses ideas and information verbally and in writing, effectively leads groups to consensus, actively listens, negotiates and effectively reaches resolutions.

- Rating: 4 Outstanding Performance
- 3 Exceeds Performance Expectations
- 2 Meets Performance Expectations
- 1 Does Not Meet Performance Expectations

Comments:

4. **PEOPLE MANAGEMENT.** The Executive Director, Jeff actively ensures the organization is moving toward the achievement of performance goals and performance standards, coaches and mentors staff to develop and improve the performance of staff.

- Rating: 4 Outstanding Performance
- 3 Exceeds Performance Expectations
- 2 Meets Performance Expectations
- 1 Does Not Meet Performance Expectations

Comments:

Self

1

**SETD Executive Director**

## Executive Director SELF Performance Evaluation

5. **POLITICAL AND BUREAUCRATIC SKILLS.** The Executive Director, Jeff demonstrates ability to successfully navigate and operate in a highly visible and occasionally contentious environment, responds to multiple constituents who have disparate interests and conflicting agendas, provides liaison between groups.

Rating:                   4       Outstanding Performance  
                              3       Exceeds Performance Expectations  
                              2       Meets Performance Expectations  
                              1       Does Not Meet Performance Expectations

Comments:

6. **INDIVIDUAL CHARACTERISTICS.** The Executive Director, Jeff demonstrates effective judgment, professionalism, responsiveness, creativity, decisiveness and initiative.

Rating:                   4       Outstanding Performance  
                              3       Exceeds Performance Expectations  
                              2       Meets Performance Expectations  
                              1       Does Not Meet Performance Expectations

Comments:

7. **ADMINISTRATION.** The Executive Director, Jeff recognizes need for policy change or establishment and effectively develops policies, procedures and controls necessary to carry out mission and goals of the SETD Board of Commissioners.

Rating:                   4       Outstanding Performance  
                              3       Exceeds Performance Expectations  
                              2       Meets Performance Expectations  
                              1       Does Not Meet Performance Expectations

Comments:

8. **SELF AWARENESS.** The Executive Director, Jeff is able to learn from mistakes and accept criticism?

Rating:                   4       Outstanding Performance  
                              3       Exceeds Performance Expectations  
                              2       Meets Performance Expectations  
                              1       Does Not Meet Performance Expectations

Comments:

9. **BOARD INTERACTION.** Are there any areas that the SETD Board of Commissioners could lend greater support? If yes, what are they?

Comments:

**ADDITIONAL COMMENTS.****GOALS FOR NEXT RATING PERIOD AND PROJECTED COMPLETION.**

1	Update SETD Emergency Plan	1/31/2023
2	Improve Employee Retention	3/1/2023
3	Solidify location for moving the Operations Facility	3/1/2023
4	Provide oversight on update of Personnel Policies and Departmental Procedures for all departments.	9/30/2022
5	Plan a Commissioners/Board retreat for strategic planning.	1/31/2023

**SETD Executive Director  
Executive Director SELF Performance Evaluation**

**Overall Rating.**

- 4 Outstanding Performance - The Executive Director's performance at this level significantly and consistently exceeds the established job requirements and performance measures, goals and expectations in this category. Work is of the highest caliber.
- 3 Exceeds Performance Expectations - The Executive Director's performance at this level sometimes exceeds the established job requirements and performance measures, goals and expectations in this category.
- 2 Meets Performance Expectations - The Executive Director at this level is a fully competent performer and consistently meets the job requirements, performance measures and expectations of this category.
- 1 Does Not Meet Performance Expectations - The Executive Director at this level clearly fails to meet the job requirements, performance measures and expectations of this category. This level of performance requires an immediate need for improvement of performance.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

Self

4



**SUNSET EMPIRE TRANSPORTATION DISTRICT**

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**SETD Board of Commissioners  
Executive Director Performance Evaluation**

**Internal Staff Input Form**

The SETD Board of Commissioners invite the valued employees of SETD to participate in providing information to assist the Board in evaluating the performance of the Executive Director. In compliance with Board Policy we are required to evaluate the Executive Director. Staff input assists us in doing the most complete evaluation possible. If, for any reason, you feel you cannot answer a question or you have no basis for comment, please choose "Not rated". Any personally identifiable information will be kept confidential. We appreciate your time and thank-you for participating in this process.

Name of Executive Director

Rating Period

In working with Craig Johnston, it appears that he:

- 1. Establishes clear goals which support agency priorities within each department?  
4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 2. Creates a climate that motivates employees to perform?  
4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 3. Makes decisions and takes responsibility for them?  
4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 4. Creates an environment to manage change and manage risk?  
4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 5. Supports and encourages employees to work as a team?  
4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 6. Identifies situations needing negotiation and effectively reaches resolution?  
4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 7. Ensures organization is moving toward the achievement of performance goals and performance standards?  
4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_



**SETD Board of Commissioners  
Executive Director Performance Evaluation**

8. Demonstrates ability to successfully navigate and operate in a highly visible and often scrutinized environment?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

9. Demonstrates effective judgment, decisiveness and responsiveness?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

10. Demonstrates professionalism, creativity and initiative?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

11. Demonstrates availability to and interest in each employee?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

12. Encourages an environment where employees feel like work is exciting and fulfilling?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

13. Demonstrates courtesy and respect in dealing with staff and public?

4 Consistently 3 Usually 2 Sometimes 1 Rarely 0 Not Rated

Comments: \_\_\_\_\_  
\_\_\_\_\_

14. What do you find most encouraging about the Executive Director's management style?

Comments: \_\_\_\_\_  
\_\_\_\_\_

15. In your opinion, what are the Executive Director's strongest abilities in relation to the job?

Comments: \_\_\_\_\_  
\_\_\_\_\_

16. Are there any areas the Executive Director could lend greater support? If yes, what are they?

Comments: \_\_\_\_\_  
\_\_\_\_\_

Additional comments:

**OPTIONAL INFORMATION:**

\_\_\_\_\_  
Name of Reviewer

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date