

City Administrator Professional Development Plan 2018

Areas of Focus

The following areas of focus reflect specific areas of development identified in the *CheckPoint* 360 assessment feedback tool. The individual development plan below identifies specific challenges that I, as City Administrator, can undertake to address those issues.

Leadership

- Seek leadership positions in regional, state, and national organizations
- Seek and implement innovative solutions
- Recognize and celebrate employees that demonstrate the organization's core values
- Work with management team to implement and communicate personal development plan goals

Communicating Effectively

- Communicate in a straightforward manner
- Improve City's communication with residents via social media, newsletter, cable TV, and personal outreach
- Provide regular Strategic Plan updates to City Council
- Continue to provide regular and timely updates to the City Council ("before it hits the news" standard), and to provide effective back-up communication during absences

Providing Direction

- Expectations for performance shall be clearly communicated to staff
- Seek feedback from staff regarding understanding of direction
- Establish clear accountability
- Establish a manageable and equitable workload for staff
- Accomplish long-term objectives by planning incremental steps
- Focus on the overall mission while implementing details

Reviewed by City Council January 23, 2018