

Compensation and Benefits

The City of Burbank offers an excellent compensation and benefits program. The annual base salary for this position is currently under review and the final salary will be dependent upon the qualifications of the selected candidate. The attractive benefits program includes:

- ◆ CalPERS Retirement: 2.5% @55 for Classic PERS participants. 2.0% @ 62 for new PERS participants. The City does not participate in Social Security.
- ◆ Deferred Compensation Program: 457 plan with City matching employee contribution up to \$100/month.
- ◆ Retiree Medical Trust, & Retiree Health Savings Plan: City contributes \$100/month for Retiree Health Savings and \$50/pay period for Retiree Medical Trust.
- ◆ Cafeteria Plan: Between \$711.25 and \$1,150.00/month depending on dependent enrollment and plan selection.
- ◆ Dental Insurance: City paid family coverage.
- ◆ Vision Plan: City paid for employee only; dependents may be added at additional cost.
- ◆ Executive Leave: 316 hours per year (includes vacation and sick leave).
- ◆ Holidays: 10 days annually.
- ◆ Auto Allowance: \$374/month.
- ◆ Term Life Insurance: City paid \$100,000 policy.
- ◆ Additional Benefits Include: tuition reimbursement, employee assistance program (EAP), ADD insurance and wellness program.

The Process

To be considered for this exceptional and unique career opportunity, please electronically submit your cover letter, resume, current salary and contact information (including email addresses) for five work-related references (who will not be contacted until mutual interest is established and you have approved the contact) to:

Paul Kimura and/or Cris Piasecki
Avery Associates
3½ N. Santa Cruz Ave, Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date: September 18, 2015.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or by email at paulk@averyassoc.net or Cris Piasecki at 408.234.2025 or crisp@averyassoc.net.



The City of Burbank



*invites your interest
for the position of*

**Chief
Information
Officer**

The Community

The City of Burbank is located in the eastern end of the San Fernando Valley in Los Angeles County, just 12 miles north of downtown Los Angeles and seven miles northeast of Hollywood. With approximately 105,000 residents, Burbank is a unique community that prides itself on its quality of life, combining 21st century technology with a small town feel. Nestled between the Hollywood Hills and the Verdugo Mountains, Burbank encompasses 17 square miles.



Downtown Burbank is the commercial heartbeat of the city, a regional and shopping destination that attracts more than 10 million visitors per year. Hailed by Sunset Magazine as “one of Southern California’s most appealing urban centers,” Downtown Burbank has something for everyone with over 280 shops, 90 restaurants, arts festivals, free concerts, and a weekly Farmer’s Market.

As an established community enjoying great history, Burbank’s economy represents a diverse blend of industrial, commercial, and residential development. Proudly known as the “Media Capital of the World,” Burbank is home to many media-related companies including the international headquarters of The Walt Disney Company, Warner Bros., Nickelodeon Animation, iHeart Radio, DC Comics, Warner Music Group, Cartoon-Network Studios, Yahoo! and more than 700 other ancillary entertainment industry businesses.

With warm summers and mild winters, residents enjoy the City’s many outdoor amenities year round. Forty-one public parks and recreation facilities are available. The Burbank Unified School District is one of the most high-achieving, competitive school districts in the Los Angeles area.

Transportation options are extensive with Burbank’s proximity to the Bob Hope Airport, the BurbankBus integrating a variety of transportation options within Burbank and connecting passengers to Metrolink and Amtrak, and the City is situated on California interstate Highway 5, the major north south route through California and the West Coast.

Burbank provides a high quality of life for its residents while promoting community engagement. In 2008 and again in 2010, Burbank was named one of the nation’s 100 Best Communities for Young People for its efforts to provide experiential and multifaceted learning opportunities for its youth. A “big city in a small town,” Burbank has much to offer. Known for its stability and community pride, residents are actively engaged and community agencies work together in cooperative relationships. To learn more about the City of Burbank, please visit the City’s website at www.burbankca.gov.

City Government and the Department of Information Technology

The City of Burbank is a Charter City operating under a Council-Manager form of government with an elected at-large five-member City Council, City Treasurer, and City Clerk. The Council chooses the seat of Mayor annually. The City Council appoints the City Manager and City Attorney.

Burbank is a full-service municipality employing approximately 1,400 people. Departments include Burbank Water & Power, Public Works, Community Development, Library Services, Parks & Recreation, Police, Fire, Management Services, Financial Services, and Information Technology.

The FY 2015-16 all funds budget is almost \$650 million with a General Fund of \$158.6 million. The City currently has five enterprise funds including electric, water, golf, water reclamation & sewer, and refuse. Six associations represent the City’s employees, and there are approximately 11 Executive employees and 79 non-represented management employees. With its diverse revenue base, the City continues to make strong efforts in economic development in order to provide continued fiscal health into the future.

The Department of Information Technology plans and develops the technology infrastructure for the City and acts as a service agency to the 14 city departments. The Department provides mostly centralized information services through its 30 FTEs while operating on a FY 2015-16 annual budget of almost \$4.3 million, along with a computer replacement fund of \$3 million.

The Position and Ideal Candidate Profile

The Chief Information Officer will report to the City Manager and work closely with the Assistant City Manager and other City Executives. This position maintains a high level of visibility within city operations and with policy makers while leading key technology initiatives. The new CIO is expected to identify best practices for enhancing service delivery and implementing customer focused initiatives and provide fresh new thinking in leading the department, and in part, the entire organization. Effective communications, engagement with customers and knowledge of current technology to address business needs are vital aspects of this role.

The ideal candidate will be a strategic thinker and creative problem solver who offers a high level of vision and innovation. They will also be able to successfully implement business and technology solutions in the workplace. A team oriented and collaborative leadership style will be essential to establishing positive relationships with staff, the executive leadership team and policy makers. The expectation is to effectively navigate and address the myriad of complex organizational considerations with positive energy and a sense of enthusiasm. Industry benchmarking and implementation of best practices are expected in this role along with an ability to effectively manage and communicate the balance between customer expectations and operational capacity.

A key goal for this position will be to evolve the organization towards operating in a progressive and proactive fashion, resulting in enhanced customer focus and efficient provision of innovative technology services. Staff development is a critical element for this position. The CIO will be expected to create staff development programs, including technical training, cross training, role modeling, and mentorship, and to set a foundation for succession planning efforts.

At a strategic level, the new CIO must provide vision and create a “roadmap” for the development of technology connected to the City’s Strategic Goals. Key initiative areas include mobility related applications, wireless communications and cloud based solutions. Enabling remote access, self-service and interactive capabilities are priorities, while enhancing network security. At the Enterprise level, the City desires to further utilize the capacity of its Enterprise Resource Planning system.

This position requires a minimum of seven or more years professional level experience related to Information Technology with at least four of those years in an executive or senior management role with overall responsibility for delivery of a broad range of IT services to a multi-functional organization, project management of major initiatives, IT strategy and planning, management of significant budgets, and personnel administration. At least 10 years of professional experience with five years at an executive or senior management level are preferred. A BA/BS degree in Computer Science, Information Systems, business or a related field is required (or qualifying experience may be substituted for required education on a year for year basis). A Masters degree is highly desirable and public sector experience is essential with the ideal background consisting of both public and private sector experience at the executive/management level.

