

Compensation and Benefits

The City of Burbank offers an attractive and highly competitive salary and benefits program. The salary is negotiable and dependent on qualifications. The current salary range is \$167,930 - \$300,000 annually. The excellent 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 a negotiable city match.
- ◆ Retiree Medical Trust, & Retiree Health Savings Plan: City contribution for Retiree Health Savings is negotiable 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: 356 hours per year (includes vacation and sick leave).
- ◆ Holidays: 10 days annually.
- ◆ Auto Allowance: Negotiable.
- ◆ Term Life Insurance: City paid \$500,000 policy.
- ◆ Additional Benefits Include: tuition reimbursement, employee assistance program (EAP), ADD insurance and wellness program.

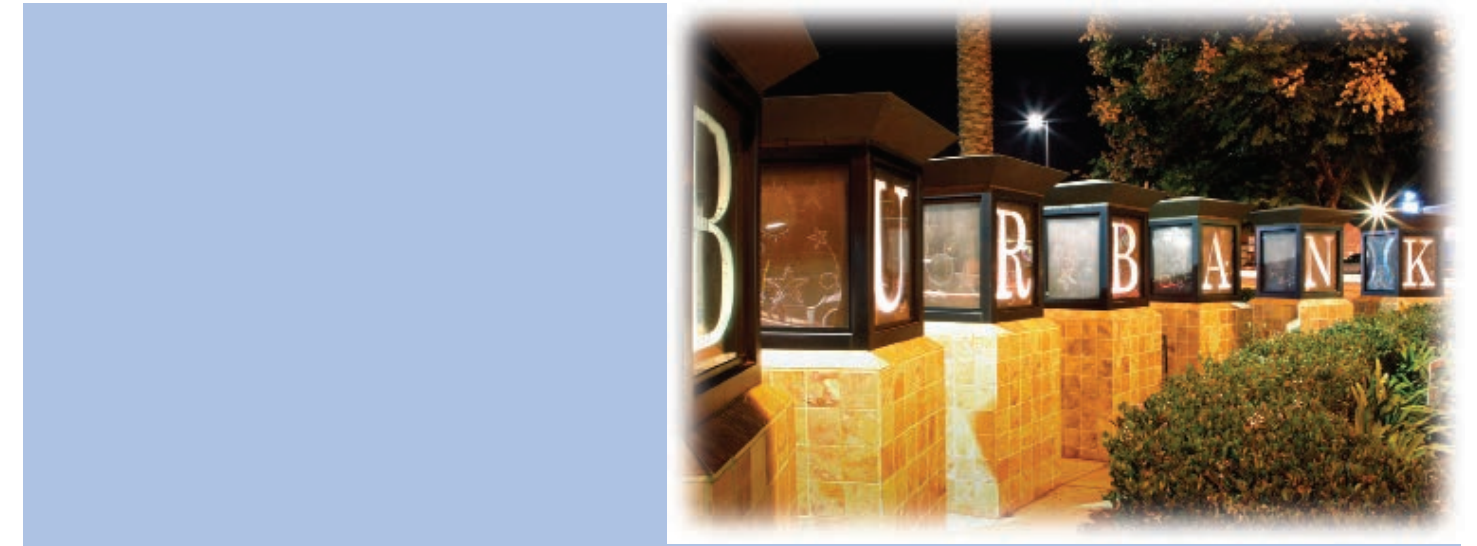
The Process

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:

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

The final filing date: May 23, 2016.

If you have any questions regarding this position, please contact Bill Avery or Paul Kimura at 408.399.4424.



The City of Burbank



*invites your interest
for the position of*

**City
Manager**

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. 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, KCET, and more than 700 other ancillary entertainment industry businesses.

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.

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

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 Position and Ideal Candidate Profile

The City Manager serves as the operational executive of Burbank’s city government. The Manager must assist in providing a strong economic foundation, while addressing quality of life concerns resulting from infrastructure, transportation and housing impacts. This requires a proven leader and problem solver with an ability to engage the public. Effective outreach, active communications, and a high degree of transparency are essential. The Manager must have the vision, skill, and fortitude to deliver the quality results desired by the City Council.

Proactive and positive relationships and excellent communications skills will be critical in this role. This requires a strong partnership with the City Council, city staff and with the diverse community constituency. In providing leadership to city staff, the Manager will operate in a collaborative, team oriented and empowering fashion. Community relationships will require a proactive and positive communication style. This includes both information sharing and active listening. The City Manager will be an engaged participant in the community and is expected to become an invested member within the City.

The ideal candidate will be an effective administrator who develops an environment of loyalty and mutual respect. This requires a genuine passion for public service and a commitment to Burbank. Both diplomatic and decisive, the successful candidate will be an approachable leader who works with a sense of urgency.

The City Manager will have a strong budget and financial background with expertise in economic development. Experience as a City Manager, Assistant or Deputy City Manager or as an Executive Director or department head of a complex public sector organization is required. A BS/BA in a related field is essential and an MS/MA/MPA/MBA is ideal.

