



City Treasurer Vacancy

The City Council of the City of Burbank is accepting applications for appointment to the position of City Treasurer. The appointment will be for the unexpired term of the current incumbent, which runs until May 2013. Pursuant to Charter Sections 800 and 810, applicants must have resided in the City of Burbank for at least 29 days prior to filing nomination papers or declaring their candidacy and must be a registered voter.

The Charter of the City of Burbank describes the duties of the City Treasurer as follows:

It shall be the duty of the City Treasurer to receive and safely keep all monies and securities belonging to the City and coming into the City Treasurer's hands, and pay out the same only on warrants signed by the proper officers and not otherwise. The City Treasurer shall hold office for four (4) years and until a successor is elected and qualified.

The Budget describes the City Treasurer's actual functions in greater detail. The City Treasurer is an elected official who is responsible for receiving, disbursing, depositing and investing all public funds for the City, the Successor Agency, the Youth Endowment Services (YES) Fund, the Parking Authority, and the Housing Authority. The primary objective of the City Treasurer's Office is the safekeeping of City funds. Safety, liquidity and yield are always considered (in that order) when investing idle funds. Monthly reports including cash balances by fund and reconciled bank balances are provided to the City Manager, the City Clerk and the Financial Services Director.

The City Treasurer's Office also provides semi-annual reports indicating the type and amount of investments and deposits, the institutions in which these deposits are made, market values, maturity dates and rates of interest for all outstanding investments, as well as others that matured during the month, to the City Council, the Successor Agency, the Youth Endowment Services (YES) Fund Board, the Parking Authority and the Housing Authority. Monthly reports are provided to the Mayor or his/her designee, City Manager, Financial Services Director, Community Development Director, Burbank Water and Power (BWP) General Manager, Assistant General Manager Finance and Administration-BWP, and members of the Treasurer's Oversight Review Committee.

This position pays \$131,760 annually plus benefits. The position oversees a staff of four full time equivalent positions and is responsible for a budget of \$670,138.

Applications should be submitted to: Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502

The City Council will accept applications through June 1, 2012.



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY TREASURER

Mr./Ms./Mrs.

Name _____
(Last) (First) (Middle)

Residence Address _____ Phone: Res. _____

_____ Zip Code _____ *Work Phone _____

Resident of Burbank for _____ Years Burbank Registered Voter: Yes _____ No _____

Fax No. _____ E-Mail Address: _____

****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Treasurer unless he/she is an elector of and actually lives in the City.**

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE

Additional Pertinent Courses or Training: _____

Other Pertinent Skills, Experience or Interests: _____

Employment Information:

Present Occupation: _____

Name of Firm: _____

Address: _____

Telephone: _____

Specify current or prior service on a City Board, Commission or Committee:

APPLICANT'S NAME: _____

List community activities in which you are involved:

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

What are your goals in serving as the City Treasurer?

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

Signature of Applicant

Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

**Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502**