



#### COMPENSATION AND BENEFITS

The annual base salary range for the position will be dependent on the qualifications and experience of the selected individual, not to exceed \$201,275. The position is exempt from Civil Service.

In addition, this position receives a cafeteria spending allowance of \$711.25 per month. Depending on medical plan choice, up to an additional \$143.75 per month can be provided for a two-party plan and up to an additional \$438.75 per month can be provided for a family plan.

#### The City also provides:

- 316-356 hours per year executive leave (which includes Vacation and Sick leave) in addition to 3 days of Bereavement Leave, 30 paid calendar days Military Leave with supplemental pay after 30 calendar days for up to one year, and unlimited Jury Duty.
- Ability to cash out up to 225 hours of executive leave annually.
- 10 paid holidays.
- CalPERS retirement – 3% @ 50 (City pays a portion of Employee Contribution and reports the portion the City pays as special compensation for retirement purposes only).
- \$100,000 Life Insurance policy and \$50,000 work-related Accidental Death & Dismemberment Insurance policy (\$102,000 non work-related accident).
- Car allowance of \$374.00 per month or potential to use City owned vehicle.
- \$1,000 annual medical examination reimbursement.
- Burbank Employees Retiree Medical Trust (\$50.00 per pay period City contribution and \$50.00 per pay period employee contribution).
- Retiree Health Savings Plan (\$100.00 per month City contribution).
- City-paid Dental Insurance for employees and eligible dependents.
- City-paid Vision Insurance for employees with options to cover eligible dependents for an additional cost.
- Short Term and Long Term Disability.
- Employee Assistance Program for employees and dependents.
- Tuition reimbursement of 75% up to \$3,500 annually.
- City matches 457 deferred compensation employee contribution up to \$100.00 per month.
- Professional Development of \$75.00 per month.

#### OUR COMMUNITY

Incorporated in 1911, the City of Burbank is located in the eastern San Fernando Valley, nestled between the Hollywood Hills and the Verdugo Mountains, encompassing 17 square miles with a diverse multi-lingual population of approximately 103,000. Its excellent school system, diverse business and shopping areas, moderate year-round climate, tree-lined neighborhoods, and vast recreational and cultural opportunities make Burbank an excellent place to call home. Los Angeles and its many attractions are only a short drive away, with the beach to the west and the recreation areas of the San Gabriel Mountains to the east.



Burbank continues to experience a strong economic environment and growing development trends, even amidst the nation's overall economic challenges. Burbank's legacy as the "Media Capital of the World" is supported through the location of many of the world's largest media companies here in town, including the Walt Disney Company, the Disney Channel, Warner Bros., NBC's West Coast Headquarters, Nickelodeon, and Cartoon Network.

Burbank is a Charter City that operates under the City Council-City Manager form of government. The five-member City Council is elected for four-year overlapping terms, with the Mayor appointed annually from among the Council. The City Clerk and the City Treasurer are also elected positions. The City Manager and City Attorney are appointed by the City Council. All other department heads are appointed by the City Manager.

Burbank is a full-service City, employing over 1,400 people, with a General Fund budget of \$149,231,313 and total appropriations of \$638,342,663 across all funds. A history of conservative fiscal planning and strong management has placed the City in a stable and secure ongoing financial position. Sales tax, property tax, and utility user's tax continue to be solid General Fund revenue sources, despite current economic trends throughout the State. Major enterprise funds, including Burbank Water and Power, Water Reclamation and Sewer, and Refuse Collection and Disposal, continue to maintain competitive rates while remaining self sufficient.

# CITY OF BURBANK

invites applicants for

## POLICE CHIEF





#### THE POSITION

The Police Chief will be an integral part of the City's Executive Management team and a recognized community leader. The incumbent will maintain the City's standard of excellence in protecting the life and property of Burbank's citizens through the maintenance of law and order, the regulation of traffic, the apprehension, arrest, and detention of law violators, and the maintenance of the police facilities. They will continue the established tradition of leadership and service to our community. The Police Chief is responsible for planning, organizing, and directing 283 sworn and civilian employees and a budget of over \$48 million.

#### THE DEPARTMENT

The mission of the Burbank Police Department is to protect life and property, provide professional police services, and work in partnership with the community. The Department has also adopted the following core values: Respect - Protecting the rights and dignity of all people as determined by the United States Constitution and the laws of the State of California; Integrity - Commitment to ethical behavior and acceptance of individual responsibility and accountability for all of our actions and decisions; and Excellence - Quality through continuous improvement.

To accomplish its mission, the Department operates four major divisions:

- Patrol
- Investigation
- Administrative Services
- Special Operations

#### REQUIRED QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from a four-year college including or supplemented by extensive study in police science and administration and five years progressively responsible supervisory and administrative experience in a comparable sized police department, three years of which shall have been the equivalent in type and level to at least that of a Police Captain in the City of Burbank. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

It is preferred that a candidate hold, or be qualified to hold, a Peace Officers Standards and Training Management Certificate on the final day of filing for the examination. A valid California Class "C" driver's license or equivalent is required at time of appointment.



#### IDEAL CANDIDATE

The City is seeking an individual who can participate as a member of the City's Executive Team in a dynamic, full service city. An ideal candidate will possess the following attributes:

- Dynamic leader with strong command presence.
- Exceptional interpersonal and communication skills.
- Ability to work collaboratively and develop positive working relationships.
- A professional that engenders trust and respect.
- Ability to develop all levels of staff to strengthen the Department.

#### OPPORTUNITIES AND CHALLENGES

- Continue to implement the Department's Strategic Plan designed to enhance operations through training and planning and increase accountability and transparency with a culture of openness, integrity, and reverence for the law.
- Continue to implement the Department's Reform Package to contemporize the department.
- Attain Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) accreditation to ensure that the Department's policies and procedures meet and maintain national law enforcement standards.

#### APPLICATION PROCEDURE

##### Filing Deadline:

**Friday, September 21, 2012 at 5:00 p.m.**

Applicants must complete an official City of Burbank application, supplemental questionnaire responses, and attach a current resume.

Applications and supplemental questionnaire may be obtained from Human Resources, 301 East Olive Avenue, Suite 101, Burbank, California 91502 or may be submitted on-line via the City of Burbank's On-Line Employment Center at:

<http://agency.governmentjobs.com/burbankca/default.cfm>

All applications and any support information must be submitted by the filing deadline of this recruitment. Information and inquiries should be directed to:

#### CITY OF BURBANK

Management Services Department  
Human Resources Division  
301 East Olive Avenue, Suite 101  
Burbank, California 91502  
(818) 238-5021

[www.burbankusa.com](http://www.burbankusa.com)

#### EQUAL OPPORTUNITY EMPLOYER

