



CITY OF BURBANK

POLICE CHIEF



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE COMMUNITY

Located 12 miles northwest of downtown Los Angeles, the beautiful City of Burbank is home to over 106,000 residents and many more visitors each year. Known as the "Media Capital of the World", the city is home to more than 1,000 media and entertainment companies, including The Walt Disney Studios, Warner Bros., Cartoon Network, Netflix, and Nickelodeon. Residents and visitors alike have a wide variety of choices when it comes to entertainment, outdoor recreation, arts, and culture. Burbank is right where the action is, just minutes from Hollywood, Universal Studios, and SoCal's many attractions.

Great weather, nearby beaches, and easy access to major freeways make working, shopping, and living in Burbank highly desirable. An active and diverse community contributes to maintaining a small-town feel through annual events in the downtown district such as the weekly Downtown Burbank Farmer's Market, the Burbank Town Center Summer Concert Series, the Burbank Winter Wine Walk, and the Burbank International Film Festival, just to name a few. The City is acclaimed for its excellent schools, outstanding municipal services, thriving neighborhoods, and tight-knit community. Reliable utilities, quick safety response times, and exceptional recreational facilities and programs add to the appeal of making this city home. The Hollywood Burbank Airport also provides convenient, easy access to domestic travel.

THE DEPARTMENT

The Burbank Police Department mission is to protect life and property, provide professional police services, and work in partnership with the community. This is accomplished through adherence to three core values: respect, integrity, and excellence. Established in 1927, the Department has a long history of dedicated service to the community. The Department consists of 160 sworn personnel and over 100 non-sworn professionals within five divisions: patrol, investigation, administrative services, support service, and budget/finance. Four Police Captains report to the Police Chief. To learn more about the Department, visit:

www.burbankpd.org



THE POSITION

The Police Chief plans, organizes, and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest and detention of law violators, and the maintenance of police records, communications center, and jail facilities. The Chief determines policies to be followed by personnel with respect to public relations, policing of public areas, regulation and inspection of police enforced licenses, and cooperation with other law enforcement agencies. This position also confers with City officials, civic groups and citizens on law enforcement problems. Additional duties include but are not limited to:

- Assisting in the development of regulatory ordinances and laws regarding public safety.
- Coordinating City law enforcement activities with those of other agencies.
- Analyzing budgetary problems and submitting an annual budget for consideration.
- Determining personnel policies and broad training requirements and making final decisions on all appointments, promotions, dismissals, and disciplinary actions made in the Department.
- Consulting with division heads and advising on departmental problems.
- Supervising special studies and preparation of comprehensive reports.

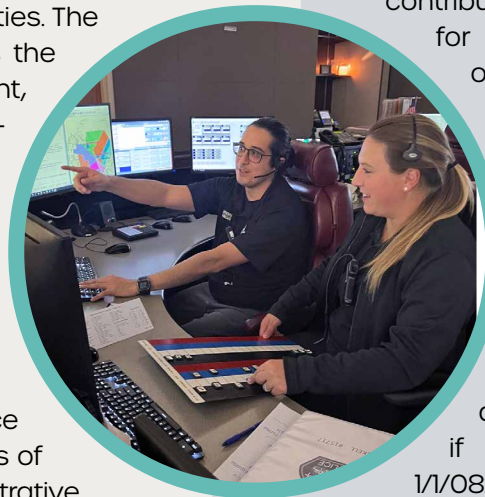


THE IDEAL CANDIDATE

The City of Burbank is seeking a collaborative, community oriented, and seasoned candidate to serve as its next Police Chief. The ideal candidate must maintain the integrity, professionalism, and values of the Department, and must offer knowledge of the technical and operating principles, practices, and problems of law enforcement and crime prevention activities. The ability to plan, assign, and coordinate the work of varied divisions within a large police department along with the ability to command the respect of a large number of officers is essential to success in this role.

The ideal candidate is a strategic and visionary thinker who will offer creative ideas to grow the Department and build comradery among the team. A hands-on leader with a solid understanding of community policing is essential. The successful candidate will have knowledge of municipal police administration and organization along with the ability to maintain favorable working relations with City officials, the officials of other jurisdictions, and the general public. A loyal public servant who will gain the trust of the community and the Department is essential. The ideal candidate must be authentic, with a history of successful interactions in diverse communities. The City highly desires a candidate who champions the community and its relationship with the Department, embraces contemporary policing practices, fosters innovation, promotes development of staff at all levels, and prioritizes succession planning to ensure the Department's long-term success.

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance is qualifying. This typically includes graduation from a four-year college or university, with a degree in police science or administration, along with five (5) years of progressively responsible supervisory and administrative experience in a comparable police department. Three (3) of the five years shall be equivalent in type and level to at least that of a Captain within the Burbank Police Department. It is preferred that candidates hold, or be qualified to hold, a P.O.S.T. Management Certificate on the final day of filing for the examination as well as a valid California Class "C" driver's license or equivalent at time of appointment.



COMPENSATION

Currently, the top salary range for this position is \$301,498.56. Appointment of initial compensation will be made depending on the selected candidate's experience and qualifications. The City also provides an excellent benefit package.

RETIREMENT BENEFITS

CalPERS Retirement - 3% @ 50 for Classic PERS members. 2.7% @ 57 for new PERS members. PERS will determine Classic or New membership status. The City does not participate in Social Security.

Retiree Health Savings (RHS) Plan - City contribution of \$100/month. In addition, the cash out value of 35% of eligible leave balances deposited into the RHS account at separation.

Retiree Medical Trust - City contribution of \$100/pay period.

457 Deferred Compensation Plan - City matches employee contribution up to \$100/month for Classic PERS members or up to 1.53% of base salary for New PERS members.

FRINGE BENEFITS AND WELLNESS

Cafeteria Plan -

Hired prior to 1/1/08, \$711.25/month towards Medical Plan plus additional medical premium if eligible; Hired on/after 1/1/08: \$350.00/month towards Medical Plan, plus additional medical premium if eligible. Total potential allowance up to \$1,895.00/month for family CalPERS premiums.

Dental & Vision Insurance -

City-paid family dental coverage

and employee-only vision coverage with the option of adding dependents at an additional cost.

Life Insurance - City-paid \$100,000 policy.

Accidental Death & Dismemberment Insurance - Covered accident/injury/loss up to \$102,000; Work-related accident up to an additional \$50,000.

Short/Long Term Disability (STD/LTD) - STD 70% after 14 day waiting period up to \$2,500/week; LTD 60% after 180 day waiting period up to \$10,000/month.

Voluntary Employees Beneficiary Association (VEBA) - 1.5% base salary/month, \$39.97/month employer contribution, and 70% of the cash out value of sick leave at time of retirement.

Professional Development - \$75.00/month.

Wellness - \$1,000/fiscal year for comprehensive physical examination and/or other medical/dental/eye care costs.

24/7 On-Site Gym at the Police and Fire Headquarters, Wellness Center, and Lap Swim - Available to all active employees at no cost.

Employee Assistance Program (EAP) - Available to employees and dependents.

LEAVES AND HOLIDAYS

Executive Leave - 316 hours/year, increasing to 356 hours/year after 15 years of service. May cash out up to 500 hours/fiscal year.

Holidays - 13 fixed days annually.

Paid Parental Leave - up to six (6) weeks paid leave, if eligible.

OTHER BENEFITS

Bilingual Bonus - \$100/month.

Automobile Allowance - \$374/month or vehicle provided.

Child Care and Family Care - Sourcing assistance through Bright Horizons.

Tuition Reimbursement - 75% up to \$5,000/fiscal year.



TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:
January 24, 2025

Finalist Interviews:
February 19, 2025

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. Finalist interviews will include an afternoon/evening meet-and-greet with the City Manager on February 18, 2025, a panel interview on February 19, 2025, and may include a final selection interview on February 20, 2025. Please be prepared to be available in person for all the listed dates.

References will be contacted only following candidate approval. Candidates will be advised of the status of the recruitment following selection of the Police Chief.

If you have any questions, please do not hesitate to call Mr. Jon Lewis at:

(916) 784-9080

