



  
**ALLIANCE**  
RESOURCE CONSULTING LLC

**Chief Financial Officer  
Burbank Water and Power  
(Burbank, CA)**

# Burbank Water and Power

Burbank Water and Power (BWP) is a vertically integrated, community owned municipal utility serving the city of Burbank, California. BWP is owned and operated by the city of Burbank and is governed by the Burbank City Council and an appointed board of Burbank residents. BWP is not-for-profit, delivering service at cost. BWP's large customers include Walt Disney Company, Warner Bros., Amazon, Nickelodeon, and the Cartoon Network.

BWP's mission is safely providing affordable, reliable and sustainable utility services to the community. Our purpose is powering the flow of life, today and tomorrow, and our values are:

- ▶ Stay Focused - Drive to get it done
- ▶ Continuously Improve - Be curious, learn, improve, repeat
- ▶ Include Others - Care, connect, collaborate, and create with intent
- ▶ Be Respectful - Safeguard one another, our community, and the environment
- ▶ Deliver the Future - Innovate with insight and purpose

BWP is committed to providing Burbank with reliable, affordable, and sustainable utility services through a strong organizational culture with a family atmosphere, proactive planning and management, application of new technologies, strong relationships with Burbank's policy-makers and citizens, a commitment to a human performance, and a just safety culture. BWP's track record in these areas is exemplary, including system reliability performance that is among the best in the United States. Burbank is also proud to provide some of the lowest water and electric rates in the southern California region and is an American Public Power Association rated Diamond-level Reliable Electric Public Power Provider.

BWP is committed to prudent innovation for the benefit of its ratepayers: for example, Burbank is one of the few cities in Southern California to have 100% "smart meters" for both electric and water service. Burbank remains committed to sustainability as the first city to commit to providing 33% of power from renewable sources by 2020. Burbank met this goal by 2015.

The Burbank City Council and BWP Board are progressive and supportive. BWP also enjoys supportive and healthy relationships with its union representatives. BWP's total operating revenues are \$373 million and the utility has 352 employees.

## The Position

BWP's Chief Financial Officer (CFO) plays a vitally important, strategic role for the utility. As a key member of the senior leadership team, the CFO contributes to the overall direction and success of the entire organization, helping to create the future of BWP. In addition to leading the Finance, Fleet and Materials division, the CFO provides financial expertise and process improvement advice to ensure that BWP consistently delivers affordable, reliable, sustainable service to its customers.

The CFO's primary responsibility is to plan and oversee access to capital markets and financial systems. This entails financial analysis and planning, budgeting, rates, capital financing, energy risk management, debt management, cost control, accounting, financial and management reporting, auditing, warehousing and materials management, and fleet management. The incumbent manages 26 employees in three divisions: Accounting/Financial Planning/Support (11), Fleet (9), and Warehouse (6).

To ensure successful outcomes, BWP's CFO promotes and maintains effective financial management practices by providing financial support and advice to other divisions and establishing department policies. They provide leadership and direction to their work unit; develop performance goals and action plans; provide oversight, counsel, and evaluation of subordinate managers; and authorize staffing, personnel actions, and organizational alignment and structure within the division. They keep abreast of the current issues and events which impact utilities; research, develop, and advise top officials of the department and city on effective business policies and practices. They also provide direction and support to managers in the development and management of the budget, fiscal systems and reports, long- and short-term revenue forecasting, utility rate analysis and recommendations, cost of service analysis and findings, and fiscal monitoring. The CFO works in partnership with the city of Burbank CFO to ensure alignment on processes and policies and to drive on city business.

# The Ideal Candidate

The ideal candidate is a strategic thought leader who thrives in a collaborative environment and enjoys leading and developing staff to the next level. They understand the challenges facing utilities and champion creative solutions for addressing them. They communicate clearly and effortlessly. They are openminded and have a penchant for improving business processes and streamlining operations through automation. They are detailed-oriented and fiscally savvy. They inspire and encourage people in their division and throughout the organization to innovate and improve. They provide training and assistance to help their peers develop and effectively control their department budgets. They have experience managing bond issuances. They are committed to ensuring BWP's ongoing financial health.

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## Qualifying Education and Experience:

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### Minimum 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 graduation from an accredited college with Bachelor's Degree with major coursework in finance, accounting, economics, business administration, or related fields, and six years of administrative experience, including three years in the planning, direction, and coordination of a major division or section of a governmental business, or utility organization. A valid California Class "C" driver's license or equivalent will be required at time of appointment.

### Highly Desired Experience:

Knowledge of principles of strategic planning, business planning, financial management, accounting, budgeting, energy risk management, financing. Familiarity with the basic principles of finance as applied to a utility and fleet management and materials management (warehouse operations). Ability to analyze financial, technical, and administrative problems and develop effective solutions. Experience preparing and presenting reports. Talent for establishing and maintaining effective working relationships with supervisors, fellow employees, and the public. Familiarity with Lean Six Sigma or similar process improvement strategies.

# Compensation & Benefits

**Salary:** \$177,171.54 - \$232,980.54 per year, not subject to Social Security.

**Benefits:** Medical, dental and vision plans; CalPERS retirement plan; retiree medical plan; 457 deferred compensation program; vacation and holiday leave; tuition reimbursement; no-cost 24/7 on-site gym; off-site 50 meter lap swimming pool; EV charger parking; and additional benefits. For more information on employee benefits, visit: [https://www.burbankca.gov/documents/174345/400292/Z+%28Unrepresented+Mid-Managers%29\\_.pdf/24693c63-feec-c7f4-e401-2b93af4ed2ea?t=1622753601694](https://www.burbankca.gov/documents/174345/400292/Z+%28Unrepresented+Mid-Managers%29_.pdf/24693c63-feec-c7f4-e401-2b93af4ed2ea?t=1622753601694)

## How to Apply

**Apply on-line** at [www.alliancerc.com](http://www.alliancerc.com) by **February 10, 2023**. For questions and inquiries, please contact:

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