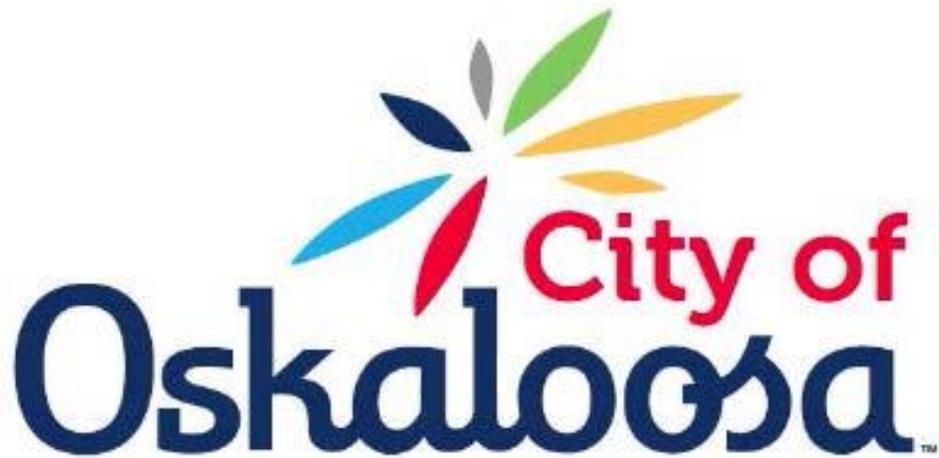


City of Oskaloosa Boards and Commissions Orientation Packet



Civil Service Commission

Created April of 2015
Updated August 2020

Oskaloosa, Iowa

Oskaloosa is a diverse, micropolitan community offering big-city amenities. It is a “hot spot” for entrepreneurs thanks to public and private leaders who work to build strong infrastructure, communication, and transportation systems and have a vision of sustainable growth. It is a place businesses and workers want to call home. Our historic downtown district is a hub for live music, shopping, and dining. A high-speed fiber optic system delivers world-class communication solutions and can grow with technological changes and demands. With a current population of approximately 11,500 people, Oskaloosa continues to grow and change. The community is approximately 65 minutes from the state capital of Des Moines and just over an hour and a half away from Iowa City, home to the University of Iowa.



Mission

Serve and protect the citizens of Oskaloosa to provide a positive environment which encourages desirable growth and enhances the quality of life in the community.

Vision Statement

Make Oskaloosa an irresistible place to grow business so the quality of life is enhanced for the whole community.

City Departments

- **City Clerk's Office: City Hall, 220 South Market Street**
 - Appointed by the City Council, the City Clerk attends all council meetings and is responsible for duties defined by the Code of Iowa and designated by the City Council. The City Clerk is the Finance Director and City Treasurer by Oskaloosa City Code. The staff from the City Clerk's Office is responsible for maintaining all public records, which consists of storage, retention and scanning of official records.
- **City Manager's Office: City Hall, 220 South Market Street**
 - Appointed by the City Council, the City Manager oversees all administrative tasks necessary for city operations, supervises city departments, maintains the city budget and represents the municipality in a variety of settings. The City Manager implements policy adopted by the City Council.
- **Development Services: City Hall, 220 South Market Street**
 - The Development Services Department has a variety of responsibilities all related to the development, improvement, and maintenance of real property in Oskaloosa. Development Services staff oversee: building permits and inspections, long and short-range planning, zoning administration and enforcement, historic preservation, site plan review, rental housing inspections, housing development.
- **Fire Department: 220 South Market Street**
 - The Fire Department provides emergency response services to residents within and around the city limits of Oskaloosa, three cities, and eight townships. The department also assists the building official with fire prevention inspections. The Fire Department oversees Code Enforcement to keep our community safe and attractive for residents and visitors alike.
- **Oskaloosa Public Library: 220 South Market Street**
 - The Oskaloosa Public Library exists to serve as a primary source of information, education, recreation, and personal fulfillment for all of the City of Oskaloosa and Mahaska County.
- **Police Department: Mahaska Law Enforcement Center, 214 High Avenue**
 - The City of Oskaloosa Police Department provides public safety services to the residents of Oskaloosa. The Department uses bicycle, foot and vehicle patrol to provide public safety services to the city's residents, across 7.98 square miles.
- **Public Works: City Hall, 220 South Market Street**
 - **Engineering**
 - The Engineering/GIS Department is responsible for the design and oversight of city infrastructure construction, the maintenance of city maps and plats, and providing general engineering assistance to a variety of city departments.
 - **Parks and Recreation: 804 South D Street**
 - The Oskaloosa Parks Department oversees Edmundson Park, the Downtown Park, Jaycee's Parks, and Vanderwilt Park. The Parks Department monitors and maintains the health of the city's urban forestry program. The Parks Department assists with downtown activities and oversees seven shelters.

- Streets
 - The Streets Department fills potholes, replaces damaged concrete panels, chip seals or seal coats certain streets, and performs crack sealing.
- Wastewater: 2632 Kent Avenue
 - The Wastewater Department oversees two treatment plants and seven lift stations and are responsible for the sanitary sewer and stormwater system. The plants that Wastewater monitors treat just under 2 million gallons of wastewater per day.
- Oskaloosa Municipal Water Department: 1208 South 7th Street
 - The Oskaloosa Municipal Water Department (OMWD) is responsible for providing clean drinkable water for the City of Oskaloosa. OMWD treatment plant is located north of Oskaloosa and relies on a series of wells to pull from the Skunk River watershed.

City of Oskaloosa's Form of Government

The City of Oskaloosa has a Mayor-Council form of government with the City Council appointing a City Manager to serve at the discretion of the City Council. The City Council consists of seven Council Members, four elected by ward and three elected at large for overlapping terms of four years. The Mayor is elected for a two-year term. The Mayor is not a member of the City Council and does not vote. The City Council, Mayor, and city officers have such powers and shall perform such duties as are authorized by State law and by the ordinances, resolutions, rules, and regulations of the city.

Appointment Process

A civil service commission consisting of three members shall be appointed by the mayor with the approval of the council. Following appointment of the initial commission according to law one member shall be appointed after each regular municipal election to hold office for a term of four (4) years commencing the first Monday in April following such municipal election.

Civil Service Commission

The Civil Service Commission conducts examinations, makes appointments and is responsible for the removal, demotion or suspension of persons covered by civil service provisions in the police and fire departments. The Civil Service Commission also sets the standards for new hires, promotional opportunities and certifies qualified applicants for police and fire vacancies. The duties of the Civil Service Commission are included in Chapter 2.60 of the Municipal Code.

The Civil Service Commission consists of three members is appointed by the Mayor with the approval of the council. One member shall be appointed after each regular municipal election to hold office for a term of four (4) years commencing the first Monday in April following such municipal election. The Commission meets as needed with dates and times that can vary. Meetings are conducted under Robert's Rules of Order. The staff contact for the Civil Service Commission is the City Clerk.

Powers Designated by Code

By code or by charter, the Civil Service Commission is granted specific powers and is assigned certain duties. The board has the authority to:

- conduct examinations and make appointments as provided by law
- Remove, demote or suspend persons covered by civil service provisions shall be as provided by law
- exercise and perform all the powers and duties as are provided by Chapter 400, 1979 Code of Iowa or amendments thereto

Oskaloosa Municipal Code: Chapter 2.60 Civil Service Commission

The enabling legislature for the Civil Service Commission is found in the Oskaloosa Municipal Code, Chapter 2.60. The most current information regarding this chapter may be found in the online version at <https://www.municode.com/library/ia/oskaloosa>.