

PART VII
DIVISION OF ADMINISTRATION

CHAPTER 163
DIVISION RESPONSIBILITIES

[Prior to 9/6/00, see 261—Ch 71]

261—163.1(15) Mission. The division's mission is to enhance the capacity of the department and staff to proactively address issues affecting economic development in Iowa and be responsive to customers, and to properly administer the resources available to the department for program operations.

261—163.2(15) Structure. The division is comprised of the director's office, the bureau of communications and technology, the bureau of general administration and the Iowa film office.

163.2(1) Director's office. The office of the director provides overall oversight and management of all operations and programs administered by the department as well as providing for the development of strategic and economic development plans for the department and the state of Iowa. The office is the department's primary liaison with other agencies of state government.

163.2(2) Communications and technology bureau. The bureau provides support services for the entire department including the application of technology and communications equipment to the functions and responsibilities of each division. The bureau provides for the coordination and preparation of printed materials published by the department. The bureau also is responsible for communications with the public and news media and supports the department's efforts to maintain and utilize information about the state which is relevant to the agency's economic development mission.

163.2(3) Bureau of general administration. The bureau provides for the necessary functions associated with the oversight and accounting of state and federal programs administered by the department. The bureau also is responsible for the management of human resources in the department.

163.2(4) Iowa film office. The primary functions of the Iowa film office are to market the state of Iowa as a location for the production of entertainment programs, to assist producers and location managers with the logistics associated with production activities in Iowa, to help Iowa communities capitalize on opportunities created by entertainment productions, and to support and encourage the development of entertainment professionals in Iowa.

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