

**8A.104 Powers and duties of the director.**

The director shall do all of the following:

1. Coordinate the internal operations of the department and develop and implement policies and procedures designed to ensure the efficient administration of the department.
  2. Appoint all personnel deemed necessary for the administration of the department's functions as provided in [this chapter](#).
  3. Prepare an annual budget for the department.
  4. Develop and recommend legislative proposals deemed necessary for the continued efficiency of the department's functions, and review legislative proposals generated outside the department which are related to matters within the department's purview.
  5. Adopt rules deemed necessary for the administration of [this chapter](#) in accordance with [chapter 17A](#).
  6. Develop and maintain support systems within the department to provide appropriate administrative support and sufficient data for the effective and efficient operation of state government.
  7. Provide accounting and fiscal services and such additional assistance and administrative support services to the office of the chief information officer, created in [section 8B.2](#), as the department and the office determines maximizes the efficiency and effectiveness of both the department and office.
  8. Enter into contracts for the receipt and provision of services as deemed necessary. The director and the governor may obtain and accept grants and receipts to or for the state to be used for the administration of the department's functions as provided in [this chapter](#).
  9. Establish the internal organization of the department and allocate and reallocate duties and functions not assigned by law to an officer or any subunit of the department to promote economic and efficient administration and operation of the department.
  10. Install a records system for the keeping of records which are necessary for a proper audit and effective operation of the department.
  11. Determine which risk exposures shall be self-insured or assumed by the state with respect to loss and loss exposures of state government.
  12. Keep in the director's office a complete record containing an itemized account of all state property, including furniture and equipment, under the director's care and control, and plans and surveys of the public grounds, buildings, and underground constructions at the seat of government and of the state laboratories facility in Ankeny.
  13. Examine and develop best practices for the efficient operation of government and encourage state agencies to adopt and implement these practices.
  14. Exercise and perform such other powers and duties as may be prescribed by law.
- [2003 Acts, ch 145, §4; 2005 Acts, ch 52, §2; 2010 Acts, ch 1031, §1, 77; 2013 Acts, ch 129, §3](#)