

288—1.2(256) Operational organization. For operational efficiency, the board has organized the division into five bureaus each of which is administered by a chief.

1.2(1) Administration bureau. The chief of administration has the following responsibilities:

- a. Planning and execution of the division budget and accounting functions;
- b. Coordination of administrative planning for the division;
- c. Supervision of division purchases, storage, and issuance of all equipment;
- d. Administration of recruitment selection and development of employees;
- e. Investigation of grievances and disciplinary situations;
- f. Serving as agent for retirement funds, group insurance and other employee benefits;
- g. Assisting the administrator with division policies and procedures.

1.2(2) Educational telecommunications bureau. The chief of educational telecommunications has the following responsibilities:

- a. Administers the development and coordination of all instructional telecommunications activities including those related to the educational applications of the Iowa communications network;
- b. Establishes the structure and operations of the narrowcast advisory committee and subcommittees;
- c. Ensures the appropriate interface with the other bureaus;
- d. Organizes, develops, directs, and implements plans and programs in the areas of instructional television, in-school utilization of television programs, business and industry programming, adult and higher education courses.

1.2(3) Engineering bureau. The chief of engineering has the following responsibilities:

- a. Directs the design, procurement, installation, and maintenance of all radio and television equipment;
- b. Plans, develops, and regulates all engineering facilities for the division.

1.2(4) Programming and production bureau. The chief of programming and production has the responsibility to administer all facets of the production and programming aspects of the division.

1.2(5) Community relations and development bureau. The chief of community relations and development administers the following activities:

- a. Fund-raising;
- b. Development and promotion; and
- c. Public information.

Bureau chiefs shall complete other projects and activities as assigned by the administrator.