

751—1.5(17A,8D) Administrative elements of the commission.

1.5(1) *Executive director.* The executive director or the commission's designee administers the programs and services of the commission in compliance with the Iowa Code and the rules adopted by the commission.

1.5(2) *Administrative elements.* In order to carry out the functions of the commission, the following divisions/bureaus/offices have been established:

a. The office of the deputy director is responsible for agency information systems functions, legislative liaison, public information, maintenance of a circuit database, and administrative support to the commission. The office also provides information and education to the public about the commission and the fiberoptic network and maintains the commission's World Wide Web page on the Internet.

b. The finance division is responsible for maintaining the financial books and records of the commission, accounting, billing, asset inventory and management, personnel transactions, travel vouchers, claims for payments of goods and services, processing cash receipts, purchasing and contracting activities, facilities management and other duties as assigned from time to time.

c. The operations bureau is responsible for provisioning of video services, data/Internet services, and voice services for authorized users. It is responsible for all operational aspects of the fiberoptic network.

d. The engineering bureau is responsible for the technical operation of the fiberoptic network, including research and development, and network systems support. It oversees all physical aspects of the network's equipment and circuits and performs other duties as assigned from time to time.

e. The sales and marketing bureau coordinates the activities between the engineers, individual sites, and authorized users. It is responsible for providing cost estimates for services, tracking service requests, executing installation services, and assisting authorized users in finding the best structure to meet the users' needs.