GENERAL SERVICES, DEPARTMENT OF

Gerald Anderson, director; Hoover State Office Building, Level A, Des Moines 50319; 515/281-3196

The Department of General Services, created in 1971 by the 64th General Assembly of Iowa, is responsible for services formerly performed by the Executive Council of Iowa, Printing Board, Car Dispatcher, Communications, and Buildings and Grounds Department. Under the general direction, supervision, and control of the governor, the Department of General Services is headed by a director who is appointed by the governor with the approval of two-thirds of the Senate. The creation of the Department of General Services established a more efficient coordination of services provided to the various state departments. Some of the services provided — printing, purchasing, automobiles, etc. — are charged back to the various using agencies. There are approximately 443 employees in the Department of General Services.

The following divisions have been established within the Department of General Services: Director's Office, Administrative Services, Communications, Information Services, Printing and Mail, Property Management, Purchasing and Materials Management, Records Management, and Vehicle Dispatcher.

The director's office is staffed by the director and a secretary. In addition to management responsibilities involved with the various divisions of General Services, the director is also responsible for construction of new buildings and assignment and leasing of space at the seat of government. The director is also secretary to the Capitol Planning Commission.

Administrative Services Division

Jerry D. Gamble, division administrator; Hoover State Office Building, Level A; Des Moines 50319; 515/281-7979

The Administrative Services Division provides administrative support to the other divisions of General Services. Accounting and budgets, word processing, special billing, reception, and payroll processing are the major sections in the division. Additional responsibilities include parking on the Capitol Complex, labor relations, internal personnel policy activity, and bond financing for prison construction projects.

Capitol Planning Commission, State

Gerald Anderson, secretary; Hoover State Office Building, Des Moines 50319; 515/281-3196

MARIE MILLARD, chair, Woodbine; term expires 1993
SEN. WILLIAM DIELEMAN, Pella; term expires 1991
SEN. JOHN JENSEN, Plainfield; term expires 1993
REP. WAYNE MCKINNEY, Waukee; term expires 1991
REP. DARRELL HANSON, Manchester; term expires 1993
KATHRYN JOHNSON, Cedar Falls; term expires 1991
R. JEANNE KAPLAN, Des Moines; term expires 1993
KAREN POLKING, Jefferson; term expires 1991
SEMORE C. TOFTE, Decorah; term expires 1993
TERRANCE A. HOPKINS, Des Moines; term expires 1991

The Iowa State Capitol Planning Commission was established by the 58th General Assembly in 1959, and is composed of legislators, residents of the state appointed by the governor, and the director of the Department of General Services. The commission's purpose is to advise on the location and architecture of buildings and on other aspects of the development of Iowa's state capitol grounds.

The commission was provided funds by the 60th General Assembly for planning future expansion and development of the statehouse grounds. A report of the commission's findings was submitted to the 61st General Assembly and adopted by the assembly as the "master plan and guide for future expansion and development of the state capitol grounds of the State of Iowa."

Communications Division

Kathleen Williams, division administrator; Hoover State Office Building, Level A, Des Moines 50319; 515/281-3336

It is the responsibility of the Communications Division to develop, administer, unify, and standardize communication services to meet normal and emergency requirements of all state departments. It is further intended that the division provide coordination to all departments to effect maximum practical consolidation and joint use of communications services.