

GENERAL SERVICES, DEPARTMENT OF

J. Michael Carlstrom, director; Hoover State Office Building, Level A, Des Moines; 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 department. Some of the services provided (printing, purchasing, automobiles, etc.) are charged back to the various using agencies. The following divisions have been established within the Department of General Services: Director's Office, Administrative Services, Communications, Information Services, Printing/Mail/Records Management, Property Management, Purchasing and Materials 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, special billing, reception, and payroll processing are the major sections in the division. Additional responsibilities include parking on the Capitol Complex, labor relations and internal personnel policy activity.

Capitol Planning Commission, State

Ralph D. Oltman, secretary; Hoover State Office Building, Des Moines 50319; 515/281-3196

MARIE MILLARD, chair, Woodbine; term expires 1993
 SEN. WILLIAM DIELEMAN, Sully; term expires 1995
 SEN. JOHN JENSEN, Plainfield; term expires 1993
 REP. MICHAEL CATALDO, Des Moines; term expires 1995
 REP. DARRELL HANSON, Manchester; term expires 1993
 ORVILLE CROWLEY, Cumming; term expires 1995
 TERRANCE A. HOPKINS, Des Moines; term expires 1995
 R. JEANNE KAPLAN, Des Moines; term expires 1993
 JACK E. LEAMAN, Mason City; term expires 1993
 KAREN POLKING, Jefferson; term expires 1995

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 communications 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.

Construction of the Iowa Communication Network continues this responsibility by extending voice, data and interactive capabilities to public schools, state universities, and accredited private educational institutions. State agencies will utilize the network