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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.