

February 9, 1999

Personnel Management and Services  
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:  
BUYER,  
PROCUREMENT AND MATERIALS MANAGEMENT (2)**

The following recommendations are made in accordance with Board Rule 6Gx13-4A-1.16.

These open positions are due to the promotion of one incumbent and the resignation of one incumbent.

**Mr. Amos C. Roundtree, Jr.**, currently an Administrative Assistant I, pay grade 33, Stores and Mail Distribution, is recommended for appointment to the open, budgeted position of Buyer, pay grade 39, Procurement and Materials Management. Mr. Roundtree received a Bachelor of Science Degree and a Master of Science Degree from Barry University, Miami Shores, Florida. From 1974 to 1996, Mr. Roundtree was employed by Florida Power and Light, Miami, Florida, as a Senior Inventory Specialist, Distribution Logistics. Since 1996 to the present, Mr. Roundtree has been employed by Miami-Dade County Public Schools as an Administrative Assistant I, Stores and Mail Distribution, his current position.

**Mr. Arnold M. Velazquez, Jr.** is recommended for appointment to the open, budgeted position of Buyer, pay grade 39, Procurement and Materials Management. Mr. Velazquez received a Bachelor of Public Administration Degree from Florida International University, Miami, Florida. From 1996 to the present, Mr. Velazquez had been employed by the Florida Department of Transportation, Miami, Florida, as a Right of Way Contract Agent, and a Procurement Administrator, his current position.

These recommendations are the direct result of the Board-approved advertisement and selection process.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint:

1. **Mr. Amos C. Roundtree Jr.**, currently an Administrative Assistant I, pay grade 33, to the open, budgeted position of Buyer, pay grade 39, 12 months, and assign to the Division of Procurement Management, effective February 11, 1999, or as soon thereafter as can be facilitated; and
2. **Mr. Arnold M. Velazquez, Jr.** to the open, budgeted position of Buyer, pay grade 39, 12 months, and assign to the Division of Procurement Management, effective February 11, 1999, or as soon thereafter as can be facilitated.