

Office of Superintendent of Schools
Board Meeting of March 15, 2000

March 14, 2000

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:
 COORDINATOR,
 RECORDS AND FORMS MANAGEMENT**

The following recommendation is made in accordance with Board Rule 6Gx13-4A-1.16.

This open budgeted position is open due the resignation of the incumbent.

Ms. Nery A. Owens is recommended for appointment to the open, budgeted position of Coordinator, Records and Forms Management, MEP pay grade 19, Office of Information Technology. Ms. Owens received a Bachelor of Arts Degree in Public Administration from Biscayne College (St. Thomas University), Miami, Florida. From 1987 to 1997, Ms. Owens was employed by Miami-Dade County Aviation Department, Miami, Florida, as a Records and Support Services Manager, a Materials Management Officer, and a Contracts Manager 2. From 1997 to 1998, Ms. Owens was employed as the Property Manager for Kendall-Tamiami Executive Airport, Miami, Florida. Since 1998 to the present, Ms. Owens has been employed as a Property Manager 3 at General Aviation Airports, including Opa-Locka Airport, Homestead General Airport, and Kendall-Tamiami Executive Airport, Miami, Florida, her current position.

This recommendation is the direct result of the Board-approved advertisement and selection process.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, appoint Ms. Nery A. Owens, to the open budgeted position of Coordinator, Records and Forms Management, MEP pay grade 19, 12 months, and assign to the Office of Information Technology, effective March 16, 2000, or as soon thereafter as can be facilitated.

NED/vh

**REPLACEMENT
E-6**