

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

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

The following recommendations are made in accordance with the Miami-Dade County Public Schools/Dade County School Administrators' Association labor contract.

The Buyer, Procurement Management, creates formal bids according to Federal, and Board bid guidelines; when necessary, monitors contracts, purchases and sales of several diverse categories of supplies, equipment and services. The Buyer, supervises a clerical staff; coordinates requirements with originators, writes and evaluates specifications, conducts openings as needed, evaluates bids, prepares bids for award, and issues and monitors contracts; handles vendors' problems and protests, coordinates with Legal Staff and Accounts Payable on all vendors' problems.

These open positions are due to the resignation of an incumbent and the conversion of an authorized position. The recommendation for appointment and advertisement was approved prior to the hiring freeze.

Ms. Donna F. Denson, currently a Junior Buyer, Division of Procurement Management, is recommended for appointment to the open, budgeted position of Buyer, pay grade 39, Division of Procurement Management. Ms. Denson received an Associate in Arts Degree from Miami-Dade Community College. Since 1986 to the present, Ms. Denson has been employed by Miami-Dade County Public Schools as a Contract Clerk II, a Buyer Assistant II, and a Junior Buyer, her current position.

Mr. Gregory A. Jackson is recommended for appointment to the open, budgeted position of Buyer, pay grade 39, Division of Procurement Management. Mr. Jackson received a Bachelor of Science Degree in Marketing from Florida State University, Tallahassee, Florida. From 1991 to 1994, Mr. Jackson was employed by The Ritz-Carlton, Palm Beach, Florida, as an Assistant Director of Purchasing; from 1994 to 1996, Mr. Jackson was employed by Motorola, Inc., Boynton Beach, Florida, as Buyer Analyst. Since 1997 to the present, Mr. Jackson has been employed by The School District of Palm Beach County, Palm Beach, Florida, as a Purchasing Agent III, 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. Ms. Donna F. Denson to the open, budgeted position of Buyer, pay grade 39, and assign to the Division of Procurement Management, effective July 12, 2001, or as soon thereafter as can be facilitated; and
2. Mr. Gregory A. Jackson to the open, budgeted position of Buyer, pay grade 39, and assign to the Division of Procurement Management, effective July 12, 2001, or as soon thereafter as can be facilitated.

NED/vh