

Office of Superintendent of Schools
Board Meeting of July 14, 1999

June 30, 1999

Personnel Management and Services
Nelson E. Diaz, Deputy Superintendent

**SUBJECT: APPOINT AND ASSIGN:
SPECIALIST, REAL PROPERTY DEVELOPMENT
AND ACQUISITION**

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

This open budgeted position is due to the promotion of the incumbent.

Ms. Vivian G. Villaamil, currently a Data Input Specialist, is recommended for appointment to the open, budgeted position of Specialist, Real Property and Acquisition, pay grade 39. Ms. Villaamil received a Bachelor of Arts Degree from Florida International University, Miami, Florida, and a Juris Doctor Degree from the University of Miami, Florida. From 1984 to 1995, Ms. Villaamil was Vice-President, Co-Owner, Administrator and Chief Closer for Riviera Title Company, Miami, Florida. Since 1995 to the present, Ms. Villaamil has been employed by Miami-Dade County Public Schools as a Paraprofessional and a Data Input Specialist, 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. Vivian G. Villaamil, to the open budgeted position of Accounts Payable Manager, pay grade 39, 12 months, and assign to Governmental Affairs and Land Use Policy and Acquisition, effective July 15, 1999, or as soon thereafter as can be facilitated.

NED/vh