

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

APPEALS DIVISION GENERAL OPERATIONS MANAGER

Role Title: General Administration Manager II

Position #00843

Pay Band 6 Level I Hiring Range: \$55,672 - \$95,500

Closing Date: November 23, 2015

Exciting opportunity to build and lead a high-performing, motivated team within the Appeals Division. The Department of Medical Assistance Services (DMAS) offers prospective employees the unique opportunity to engage in meaningful and valuable work, as our efforts impact the lives of over a million, low-income Virginians, including children and families, who are in need of medical assistance. This position reports to the Division Director of the Appeals Division and applies business management, analytical process management, and knowledge of leadership and people management principles and practices to create an environment that enables and encourages a strong team performance among members of the Appeals Division, while enhancing the quality (including timeliness) of the Division's output. Also responsible for building and maintaining strong internal and external stakeholder relationships. Applicants must have proven ability to implement, problem solve, and manage risks. Must have considerable experience managing, supervising, and leading interdisciplinary teams in daily operations. Requires comprehensive knowledge of operations, systems, and project management. Must have proven ability to communicate effectively, verbally and in writing, with a variety of individuals. Proficiency using MS Office and other productivity tools is required. Experience implementing process and organizational change is desired. Knowledge of Medicaid and other public assistance programs, health care laws, and health care needs of individuals with disabilities is preferred, but not required. Bachelor's degree in business administration, engineering, or related discipline preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA