

**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.

**SENIOR PROGRAMS ADVISOR**

Role Title: Program Administration Manager III

Position: #00176

Pay Band 6, Level I, Hiring Range: \$71,305 - \$108,000

**Closing Date: January 5, 2015**

Exciting opportunity to serve as the primary management liaison for the Deputy Director of Administration. This position evaluates, recommends, and leads the implementation of improvements for a variety of DMAS programs and processes to ensure that the agency is achieving its mission and goals. This position also plays a key role in managing the analysis and implementation of broad-scale Medicaid innovations. Applicants must have considerable background and experience with administrative functions in large complex organizations, in addition to a comprehensive knowledge of financial, human resources, and programmatic issues affecting state agencies and healthcare delivery. Applicants must have demonstrated experience with change management and team dynamics. Requires the ability to plan, organize, implement and monitor large scale/ time sensitive projects. Must be skilled in technical writing and be able to complete multiple complex assignments within short time frames with minimal direction. Requires proficiency with word processing and spreadsheet programs. Degree with major course work in health, business, public policy or public administration preferred; master's degree preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

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://dmasva.dmas.virginia.gov/ab-position\\_vacancies.htm](http://dmasva.dmas.virginia.gov/ab-position_vacancies.htm)

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

**EEO/AA/ADA**