

**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.

DEPUTY DIRECTOR FOR POLICY AND ADMINISTRATION

Role Title: General Administration Manager III

Position: #00301

Pay Band 7, Level III, Hiring Range: \$100,000 - \$155,463

Closing Date: July 28, 2014

Exciting opportunity to provide executive level leadership and direction for all Medicaid reform and health innovation initiatives, including financing mechanisms, delivery systems, and quality initiatives. This position is the lead liaison with members of the General Assembly on legislation, studies, and other Medicaid issues. In addition, this position provides overall leadership to these divisions: Policy and Research, Appeals, Maternal and Child Health, and the Office of Communications and Legislative Affairs. Interested applicants must have considerable executive level management that demonstrates the ability to perform the duties of the position. Requires comprehensive knowledge of current trends in Medicaid, Medicare, and/or commercial health care benefits, services, payment and delivery systems. Requires considerable knowledge of Medicaid, Medicare, and/or commercial health care policies and regulations. Must have considerable knowledge and experience with large-scale organizational functions related to administrative planning and management principles, as well as experience managing a large and diverse staff. Requires demonstrated ability to plan and direct program activities, analyze data and other state or federal initiatives, and interpret federal and state regulations. Must have demonstrated ability to resolve complex problems and translate policies and ideas into decision briefs, strategic plans, reforms and initiatives. Demonstrated ability to communicate effectively orally and in writing with a variety of individuals, including legislative bodies, executive level officials, and peer organizations. Graduation from an accredited college or university with major course work in business administration, public administration/public policy, health administration, hospital administration, or related discipline with an advanced 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 date 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://www.dmas.virginia.gov/ab-position_vacancies.htm

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

EEO/AA/ADA