

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
EMPLOYMENT OPPORTUNITIES**

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.

**DIRECTOR, POLICY AND RESEARCH DIVISION**

Role Title: General Administration Manager III

Position #00582

Pay Band 7, Level I Hiring Range: \$71,305 - \$120,053

**Closing Date: October 6, 2014**

Exciting opportunity to direct the development of comprehensive healthcare policies impacting the Virginia Medicaid and FAMIS programs. This position oversees eligibility and comprehensive Medicaid policy; regulation State Plan, and wavier development; and directs special studies and reports on health care topics as requested by the agency Director, the Governor, the Secretary of Health and Human Resources, and the Legislature. The successful candidate must have considerable knowledge of health care programs, specifically Medicaid and FAMIS, as well as state and federal policies and regulations. Must have experience reviewing state and federal legislation and determining the impact on state Medicaid programs. Demonstrated ability to think strategically, critically, and creatively. Considerable knowledge of managerial principles and practices; comprehensive knowledge of, and executive level experience in, the development, implementation, operation, and evaluation of complex health care or human services programs and policies. Must have proven ability to collaborate with internal staff and external state and federal partners. Must have demonstrated ability to manage and direct the activities of a professional staff. Must have demonstrated experience developing reports and briefings on a variety of healthcare topics and must be able to effectively communicate report findings. A successful candidate will have familiarity with research methods and practices as they inform public policy. Degree from a college or university with major course work in law, health, business, public policy or public administration; master's degree in relevant field strongly 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 listed closing dates. 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.

**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](http://www.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**