

**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: #01053

Pay Band 6, Level I Hiring Range: \$55,672 –\$105,000

Closing Date: Open Until Filled

Challenging opportunity to join the Information Technology team within the Department of Medical Assistance Services to serve as management liaison and support to the Chief Information Officer. This position assists with the coordination of a variety of Medicaid programs to assure that quality health services are provided to the citizens of the Commonwealth. Qualified applicants must have comprehensive knowledge of administrative processes, principles of management, procurement, legislative process, project management, and policy and regulatory development. Requires considerable knowledge of administrative functions in large complex governmental organizations. Must have considerable knowledge of state/federal regulations as well as financial, human resources, and programmatic issues affecting state agencies. Requires considerable knowledge of agency services and delivery techniques in a data driven organization. Demonstrated ability to plan, organize, implement, and monitor large scale/time sensitive projects. Requires demonstrated ability to communicate effectively, lead others, and serve as a liaison for the agency. Must have proven ability to complete multiple complex assignments within short time frames with minimal direction. Requires proficiency with word processing and spreadsheet applications for the PC. Graduation from a college of university with course work in health, business, public policy, public administration or related field preferred. **Pursuant to Sections 2.2-3115 and 2.22-3115 of the Code of Virginia, this position has been designated to file a Statement of Economic Interests Form at the time of employment and semi-annually thereafter.**

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: <https://virginiajobs.peopleadmin.com/>

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