

**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.

**DIRECTOR, DIVISION OF PROGRAM OPERATIONS & SERVICES**

Role Title: General Administration Manager III

Position #00421

Pay Band 7, Level I - Hiring Range: \$72,731 - \$130,000

**Closing Date: March 14, 2016**

Exciting opportunity to provide executive leadership and direction for the Program Operation Division's staff and activities that administers and supports the operations and core services for the state Medicaid agency. This position is responsible for developing and managing the staff and activities for provider and customer service, claims and payment processing, member and provider enrollment, the Medicaid transportation broker contract, and a variety of other operational activities that support the Medicaid program. The incumbent will coordinate the development and implementation of programs, contractors, processes, practices and policies. Candidates must have considerable experience developing and managing health care operations or service centers and demonstrate their commitment to providing high quality service to the members and providers. The position requires strong vendor contracting and management skills. Applicants must have experience managing and creating high performing teams. Must have experience evaluating and implementing solutions and strategies to support program activities. Requires considerable experience working with and supporting organization initiatives which may include working with Information Management (IM) to define business requirements and testing systems, or coordinating interfacing activities with managed care plans and programs. Requires proven ability to implement, problem solve, and evaluate programs. Requires demonstrated ability to lead work groups and communicate to external entities, as well as the ability to communicate effectively, verbally and in writing. Prefer Bachelor's degree in business, public, or health/hospital administration, or related discipline with considerable relevant experience; graduate degree strongly 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](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**