

**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: \$55,672 - \$108,000

Closing Date: October 24, 2016

Exciting opportunity to serve as the primary management liaison for the Director of Innovation and Strategy. 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. Requires comprehensive knowledge of principles and practices of management, programs and policies; project management; services and delivery techniques in a data driven organization. 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 communications at multiple levels of the organization and build consensus. Must be able to complete multiple complex assignments within short time frames with minimal direction and balance competing priorities. Requires proficiency with word processing and spreadsheet programs. Degree with major course work in health, business, public policy, public administration, or related degree 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 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