

**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 PROCUREMENT AND CONTRACT MANAGEMENT

Role Title: General Administration Manager III

Position # 01040

Pay Band 7, Level II - Hiring Range: up to \$140,000

Closing Date: March 7, 2016

Exciting opportunity to provide executive leadership and direction for the new Procurement and Contract Management Division within the state Medicaid agency. This Division will ensure that agency procurements comply with applicable laws, will manage the life cycle of a procurement process that facilitates acquisition of services that optimally meet the needs of agency end users, will ensure that procurements result in the agency getting the greatest possible value for the dollar spent, and will promote and facilitate active and effective management of all contracts. Applicants must have executive management experience. Requires comprehensive knowledge of Virginia procurement policies, including the Virginia Public Procurement Act (VPPA), the Agency Procurement and Surplus Property Manual (APSPM). Must have considerable management level experience in contracting for complex management and administrative services, preferably in the health care field. Requires certification as a Virginia Contract Officer (VCO), Virginia Contracting Associate (VCA), Certified Public Procurement Officer (CPPO), or Certified Professional Public Buyer (CPPB) (may be obtained within two years of starting in the position, and comparable credentials from another state will be recognized if they are equivalent). Must be proficient using personal computers for the development of financial spreadsheets and database management. Proven ability to communicate effectively orally and in writing, and to direct the work of professional staff required. Graduation from an accredited college or university with major studies in business administration, finance, law, or other related field preferred; graduate degree is 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

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA