

DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY  
DIRECTOR OF MEDICAL ADMINISTRATION  
  
DIVISION OF MEDICAL ADMINISTRATION

The Department of Social Services, Medical Care Administration Division, is presently accepting applications for one (1) Director of Medical Administration position in our Hartford Central Office.

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)**

**Open To:** The Public and State Employees  
**Location:** 25 Sigourney Street, Hartford, CT  
**Job Posting No:** 34026  
**Hours:** 8:00am – 4:30pm  
**Salary Range:** \$107,679.00 - \$138,123.00 Annually  
**Closing Date:** December 23, 2011

**DUTIES AND RESPONSIBILITIES:** This position will serve as Associate Director and will report to the Director of Medical Care Administration and would be responsible for assisting with all aspects of health services management and administration including:

- Supervision and performance reviews of managers and directors
- Contract negotiation
- Oversight of contract administration and spending plans
- Reimbursement
- Performance measurement
- Revenue maximization projects
- Regulations and state plan amendments
- Oversight and direction for new initiatives and special projects
- Communications with CMS regarding state plan amendments, waivers and compliance issues

The candidate selected must have considerable experience and expertise in health care administration with demonstrated ability to lead and to manage complex projects. The candidate must have strong policy, management, operations and financial skills sufficient to oversee the full scope of medical assistance programs and initiatives. Experience with the development and management of reimbursement methods and budgets is strongly preferred.

The candidate must have extensive experience in health care administration in private or public health care settings and must have the ability to work both independently and as part of a team. The ability to function effectively and to exercise leadership in a matrix management context is essential for this position. The candidate must also have the ability to coordinate and oversee the activities of others, including contractors. The successful candidate must have the ability to communicate clearly and effectively, both verbally and in writing to a range of audiences including laypersons (e.g., consumers and families). The selected candidate must have the interpersonal ease, confidence, judgment and professional demeanor to represent the Department and the Medical Care Administration publicly and in its dealings with contractors and providers.

The candidate may represent the department on selected panels, task forces, councils, and other public bodies as required and will respond to medical health related complaints and requests for policy and program information.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of principles, methods and procedures in medical care administration including planning, organizing, financing, evaluating, and controlling costs; considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of principles and practices of public welfare administration; knowledge of federal reimbursement procedures; knowledge of clinical systems and their relationship to billing; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to analyze data and develop projections.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Ten (10) years of experience in the health service field involving the administration or coordination of health care programs.

**Special Experience:**

Two (2) years of the General Experience must have included management responsibility for a large division with budget responsibility of at least one million dollars.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in health care, business or public administration, public health or a closely related field may be substituted for one (1) year of the General Experience

**Note:** The candidate selected will be appointed from a Department of Administrative Services examination list for the position of Director of Medical Administration.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**MARIA TAYLOR, PRINCIPAL HUMAN RESOURCES SPECIALIST  
DEPARTMENT OF SOCIAL SERVICES  
25 SIGOURNEY STREET  
HARTFORD, CT 06106**

**FAX NUMBER: (860) 951-2979**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.