



OPERATIONS AND RESOURCE COORDINATOR Job Posting

POSTING DATE: March 9, 2026

REPORTS TO: Director of Community Services

The Operations and Resource Coordinator supports multiple direct service departments by ensuring efficient use of personnel, fiscal, and vendor resources. This position works across departments to streamline staffing logistics, coordinate temporary staffing needs, strengthen vendor and contract practices, and identify opportunities for operational efficiency. The role serves as a partner to program managers helping them plan, allocate, and optimize resources to deliver high-quality services to the community. This role requires strong organizational skills, attention to detail, problem-solving abilities, and excellent communication to support overall organizational goals and operational excellence. This is a Full-Time 40 hrs/week position with all RWC benefits, reporting directly to the Director of Community Services.

Duties and Responsibilities:

Process Management and Optimization

- Continuously evaluate and refine business processes to improve productivity and reduce costs.
- Monitor performance metrics and implement changes that support long-term operational excellence.

Resource Management

- Provide guidance on fiscal planning, including identifying cost-saving opportunities and efficiency measures.
- Oversee and prioritize the effective use of personnel, equipment, budgets, and technology to achieve departmental and organizational goals.
- Develop forecasts to anticipate fluctuations in demand or resource availability and recommend adjustments.

Logistics & Vendor Management

- Recommend efficiencies for ordering supplies and managing vendor invoices.
- Collaborate with program managers to negotiate vendor terms, develop and monitor contracts, and ensure compliance.
- Ensure timely renewals, adherence to procurement processes, and compliance with organizational policies.

Cross-Department Collaboration & Process Improvement

- Standardize and align processes across departments to ensure consistent service delivery and operational efficiency.
- Identify workflow inefficiencies and recommend practical process improvements.
- Facilitate knowledge-sharing and best-practice alignment between recreation, custodial, facilities, and other direct service departments.
- Track and report on operational performance metrics to support data-driven decision-making.
- Establish and maintain positive working relationships with residents, community organizations, state/local agencies and staff.

Qualifications:

- Education (or commensurate experience): A Bachelor's degree from an accredited college or university, majoring in Public or Business Administration or in a closely related field is required.
- Experience: Four years of progressive administrative experience involving the analysis of comprehensive administrative concerns, development of policies and procedures and supervising administrative activity including budget preparation.
- Motivated self-starter with strong prioritization and follow-through skills.
- Demonstrated ability to collaborate effectively as a team player across multiple departments.
- Creative problem-solver who can adapt quickly to evolving business needs.
- Knowledge of principles and practices in operations analysis, budgeting, resource management, contracting, and purchasing.

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- Strong oral and written communication skills, including preparing contracts, financial reports, staff communications, and presentations to Boards and Committees.
- Proficiency in Microsoft Office, complex spreadsheets, database applications, and financial management systems. Experience with NetSuite and Workday preferred.
- Ability to work independently with minimal supervision.

Additional Requirements:

- Clean and valid California driver license and satisfactory driving record are conditions of initial and continued employment;
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required;
- Offer is contingent upon satisfactorily passing a pre-employment background check and drug test;
- Previous employment must be verifiable.

CONTACT: To apply, email your resume and cover letter to: recruiting@rossmoor.com

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