

Anne Arundel County, Maryland  
Office of Emergency Management

## **Special Events Program Administrator**

(1,500 hr/yr Contractual)

Salary: \$50,000 (\$33.33 per hour)

### **Position Description**

The mission of the Anne Arundel County Office of Emergency Management (OEM) is to help Anne Arundel County agencies, non-governmental organizations, businesses, and residents prepare for, respond to, and recover from emergencies and disasters.

Reporting to the Director or designees, the Special Events Program Administrator plays a supportive role in the planning, approval, and execution of special and major events that require an Anne Arundel County Special Event Permit. This part-time position ensures public safety, regulatory compliance, and smooth communication between event organizers, stakeholders, and county agencies.

### **Key Responsibilities**

#### **Event Permitting and Coordination**

- Serve as the primary point of contact and liaison between the Office of Emergency Management, Department of Inspections & Permits Licensing Division, public safety departments, event organizers, and venues.
- Collaborate with community groups, service organizations, agencies, and other stakeholders to review and process special event permit applications.
- Analyze event requirements and provide guidance to organizers on compliance with local laws, regulations, and logistical needs.
- Facilitate planning meetings and conduct site visits with event organizers, co-sponsors, and county staff to discuss event logistics, public safety, and contingency plans, as necessary.

#### **Public Safety and Risk Management**

- Coordinate the development of special event incident action plans and contingency plans, ensuring alignment with National Incident Management System (NIMS) guidance and best practices.
- Track and document the kind, type, and cost of public safety resources utilized to support events and issue invoices for related fees.
- Review and approve or deny requests for public safety service fee waivers based on

County Code and policy guidelines.

### **Stakeholder Engagement and Communication**

- Develop and maintain strong working relationships with key stakeholders, including public safety agencies, event organizers, and venue management teams.
- Facilitate ongoing communication to address questions or concerns and ensure all parties remain informed throughout the planning and execution process.
- Advise event organizers on key logistical components such as street closures, parking, public safety involvement, and insurance requirements.

### **Administration and Compliance**

- Maintain accurate records of event-related communications, permit applications, requirements, and updates.
- Monitor and communicate changes in regulations affecting special event permits and assist in maintaining up-to-date forms and information on the County website.
- Develop guidance documents to support and clarify event organizer responsibilities.
- Prepare an annual report summarizing event statistics, including the number, type, and location of events, resources used, and financial outcomes (fees collected or waived).

### **Post-Event Review and Continuous Improvement**

- Facilitate post-event debriefs with county staff to evaluate effectiveness, identify lessons learned, and recommend improvements for future events.
- Recommend and implement workflow improvements, digital tools, and process updates to streamline permitting and coordination.

### **Knowledge, Skills, and Abilities**

- Familiarity with Anne Arundel County government operations and public safety agencies.
- Knowledge of NIMS, the Incident Command System (ICS), and the ICS planning process.
- Familiarity with special event planning concepts, including public safety, traffic management, and contingency planning.
- Strong interpersonal and communication skills with the ability to lead meetings and deliver briefings for senior leadership and elected officials.
- Proficiency in business applications such as Google Workspace, Microsoft Office, and virtual meeting platforms.
- Ability to manage sensitive information and maintain confidentiality.
- Strong organizational skills and ability to meet deadlines and manage multiple tasks

simultaneously.

### **Minimum Qualifications**

- Bachelor's degree (or an additional four (4) years of relevant experience in place of a degree).
- Completion or ability to complete the following training within one month of accepting the position:
  - Introduction to the National Incident Management System (IS700)
  - National Response Framework (IS800)
  - Introduction to the Incident Command System (ICS100)
  - Basic Incident Command for Initial Response (ICS200)
  - Special Events Contingency Planning for Public Safety Agencies (IS15)
- Valid driver's license.

### **Preferences**

- Completion of the Federal Emergency Management Agency (FEMA) Emergency Management Institute (EMI) Professional Development Series.
- Maryland Professional Emergency Management Program (MDPEMP) Certification or Certified Emergency Manager (CEM) designation.

If interested, please email your resume, cover letter, and references to Deputy Director Joseph Corona at [emcoro20@aacounty.org](mailto:emcoro20@aacounty.org) to apply. Deadline for applications is July 25, 2025.