

Jason Klein

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PROFILE

Proven departmental, municipal, and not-for-profit leader with grant writing experience and Natural Resource Management Plan expertise. History of intergovernmental and not-for-profit administration and relations. Excellent written and oral communication skills.

EDUCATION

Masters of Public Administration Degree, Major in Environmental Management

Pace University, White Plains, NY, May 2010

Cumulative GPA: 4.0, Member Pi Alpha Alpha

Bachelors of Arts Degree, Major in Biology, Minor in Sociology

Colby College, Waterville, Maine, May 1997

PROFESSIONAL EXPERIENCE

Westchester County Department of Parks, Recreation, and Conservation

Director of Conservation: July 2017 – Present

- Oversee the Conservation Division of Westchester County's Department of Parks, Recreation and Conservation including high level administration and oversight of park management staff, budgeting, staff recruitment and assignment.
- Parks include: Muscoot Farm, Ward Pound Ridge Reservation, Lasdon Arboretum, Mountain Lakes Park, North and South County Trailways, Bronx River Parkway Reservation, and more.
- Participate in the senior management team for the department

Recreation Supervisor: February 2016 – June 2017

- Oversee day-to-day operations of the 1,082- acre Sal J. Prezioso Mountain Lakes Park, including budgeting, maintenance, staff recruitment, training, assignment, and supervision
- Promote Mountain Lakes Park for use by the public and recruit and act as liaison for groups renting the facility for weddings, events, workshops, as well as all camping needs
- Continue to supervise the County-operated nature centers as outlined below
- Assist with the operations of Camp Morty

Program Specialist: September 2014 – February 2016

- Beginning August 1, 2015 oversee the operations of Sal J Prezioso Mountain Lakes Park, assuming all duties of the previous Recreation Supervisor at the park as outlined above
- Operate and oversee Trailside Nature Museum with all duties of a Curator as outlined below
- Supervise and oversee the County Nature Centers including staff recruitment, development and assignment, evaluations of staff, budgeting, and setting the overall programmatic goals for the facilities as a whole
- Assure that Westchester County's six (6) Nature Centers operate in a more efficient, cost effective, and uniform manner through oversight of programming, displays, summer camps, hourly staffing levels, expenditures and revenue

Curator: **Trailside Museum**, Cross River, NY (2009 – 2014)

Edith G. Read Natural Park and Wildlife Sanctuary, Rye, New York (2001-2009)

- Responsible for day-to-day operation including: budgeting, oversight of staff, recruitment and training of staff, biodiversity research, habitat management, public interaction, programming, acting as camp director, maintaining Delaware Indian Resource Center
- Supervise full-time Assistant Curators when positions are filled

- Assist in fundraising for Friends of Trailside Nature Museum and Ward Pound Ridge Reservation and Friends of Read Wildlife Sanctuary
- Create, promote, and facilitate ongoing educational programming and opportunities and relationships with area schools
- Manage the CSEP Trust account to ensure proper funding for nature centers' hourly staff
- Oversee County-wide biodiversity research

ACCOMPLISHMENTS

- Increased Friends group membership significantly, and increased profits at both parks through sound financial practices and increased attendance and enrollment
- Significantly increased attendance and profit for Trailside Museum's summer camp
- Successfully applied for multiple grants from varied funding sources. Projects included storm water filtration in Playland parking area, and native reforestation project at Read Sanctuary
 - Most recent grant awarded Spring 2014 for NEEF Every Day Event Grant
- Created and implemented Fall Lecture Series at both nature centers while Curator
- Compiled biodiversity inventories for three Westchester County parks
- Wrote Natural Resource Management Plans for two Westchester County parks and one for Ward Acres Park in the City of New Rochelle
- Ran Westchester County Youth Conservation Corps

PERSONAL EXPERIENCE

Federated Conservationists of Westchester County (FCWC)

- **President Emeritus:** One of the oldest environmental organizations in Westchester County, FCWC was formed in 1965 in order to provide leadership on and educate residents about environmental issues, problems, and solutions; advocates sound decision making; and works with groups and individuals to protect Westchester's natural resources. The President acts as Chief Executive Officer of the organization. Duties include recruitment and oversight of staff, fundraising, and general oversight of the day-to-day activities, campaigns, and events of the organization. As President for four years helped bring the organization back from near collapse.

Village of Rye Brook Board of Trustees

- **Mayor (2022 – Present); Trustee (2013-2022):** As an elected official, act in the best interest of the Village's residents in overseeing all Departments including the Village Administrator, police, fire, and many others. Amend and approve the approximately \$21 million annual budget. Act as final approving board for local legislation, local appeals, and other Village issues. Represent the Village at regional and local meetings, forums, and public events.

Colby College

- **Overseer:** When asked, visit campus to partake in a multi-day fact-finding mission regarding one program or department of the College. Analyze information and make formal recommendations to the board of trustees on the future development of the program or department.

RELATED SKILLS

Proficient in ArcGIS, Biota, Microsoft Word, Excel, Access, PowerPoint