

DIRECTOR OF PROGRAM DEVELOPMENT II (HISTORIC & INTERPRETIVE SITES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of the Conservation Division and located in the Parks Department, an incumbent of this position is responsible for the daily operation of all of the department's interpretive, passive and historic park sites. Responsibilities include supervising staff in developing and implementing programs, including activities such as operating day camps and performing curatorial functions; conducting biodiversity, wildlife and environmental management studies; managing park site maintenance, and ensuring park safety for all park patrons. Considerable latitude is given for independent judgment and decision making within the boundaries of park policies and procedures. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Supervision is exercised over a large number of professional, technical and labor employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises all personnel, and directs all programs and events at the assigned County interpretive properties, environmental and historic sites;

Oversees and manages budgets for the assigned County interpretive properties, environmental and historic sites and all Division programs;

Supervises biodiversity research studies to address issue such as the deer tick population, animal overpopulation, watershed issues, etc.;

Supervises the administration and operation of the County-wide wildlife management programs;

Directs the acquisition and distribution of supplies for all interpretive properties, historic sites and programs and directs the work necessary for the maintenance of records and other work activity reports;

Directs the maintenance of all historic sites and properties to ensure visitor safety and keeps apprised of site conditions to ensure appropriate maintenance, upkeep and repair of parks, campgrounds, historic buildings, etc.;

Acts as liaison to the Westchester County Historical Society, other community groups boards and organizations;

Researches and prepares lectures and talks on interpretive sites and history for organized groups, answers information requests and provides technical assistance to community groups and individuals;

Plans, coordinates and implements special programs and events to interpret the unique properties and historic sites of the County;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists local communities and groups in developing educational programs to create a greater interest in the properties and history;

Uses computer applications or other automated systems such as word processing, calendar, email data database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques of modern park management; thorough knowledge of the principles and practices of leisure recreation; thorough knowledge of maintenance practices and procedures; good knowledge of interpretive programs and historic site management; good knowledge of the types of activities, programs and facilities found in interpretive and historic sites; ability to plan and supervise the work of others; ability to handle large crowds tactfully and effectively; ability to administer, train, supervise, plan, develop, coordinate and communicates effectively; ability to communicate effectively, both orally and in writing; good professional judgement; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Recreation, Park Administration, Environmental Studies or Museum Administration and six years of experience in the management of interpretive recreation and education programs, managing an interpretive or historic site, or in the operation and maintenance of parks or other recreation area or program, four years of which must have been in a supervisory capacity; or (b) a Bachelor's Degree* and seven years of the experience as defined in (a).

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Master's Degree* in Recreation, Park Administration, Environmental Studies, Museum Administration or closely related field may be substituted for up to one year of the general experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

Jason Klein

68 Valley Terrace • Rye Brook, NY 10573 • (914) 417-0560 • Klein.Jason4@gmail.com

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