

Galion City Health Department
113 Harding Way E.
Galion, Ohio 44833

Dear Ms. Barnes:

I am currently the Director of Environmental Health/Accreditation Coordinator at the Shelby City Health Department, and a Registered Environmental Health Specialist. I bring with me over 23 years of experience in public health, as well as several years of experience in management/leadership. I am a graduate of the University of Findlay with a Bachelor of Science in Environmental and Hazardous Material Management. I am positive that my experience, education, training, and qualifications will be an asset to the health department.

I am interested in the position of Director of Environmental Health with the Galion City Health Department. I have been working for the Galion City Health Department for over a year providing independent contractor services performing food service and food establishment inspections, consultations, and investigations.

I possess many of the essential skills and qualifications to successfully perform the required job duties of the Director of Environmental Health/Accreditation Coordinator. I have worked in nearly all environmental health programs at one point or another throughout my career in public health. My written and oral communication skills are impeccable and I am proficient in several computer applications, such as HealthSpace. I bring with me qualities such as a diverse background in both practical experience and education, as well as the ability to comfortably interact/communicate with other agencies, employees, and the public. During my course as a manager, I have coordinated, developed, administered and supervised many environmental programs. I work well with others and maintain a professional rapport with federal, state, and local officials. I have participated and planned functional tabletop exercises, as well as been heavily involved in the strategic planning and accreditation process. I helped the Shelby City Health Department achieve accreditation as one of the smallest departments in the state of Ohio.

I look forward to discussing my qualification and any opportunity that I may have to work for the health department. I am confident that I will be a beneficial addition to the Galion City Health Department.

Respectfully,



Jennifer Frazier, BS, REHS/RS

JENNIFER A. FRAZIER
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JOB OBJECTIVE:

To obtain a full-time position utilizing my experience, education, and skills

EDUCATION:

- 22-24 hrs. (every 2 years) of continuing education in public health field
- 1 yr. completion, University of Toledo College of Law, Toledo, OH, (98-99)
- Graduate, Suma Cum Laude, University of Findlay, Findlay, OH, (94-98)
Bachelor of Science in Environmental and Hazardous Materials Mgmt.
- Graduate w/honors, Mansfield Senior High School, Mansfield, OH, (06/94)

LICENSES/CERTIFICATIONS/COURSES COMPLETED:

-Registered Environmental Health Specialist/Registered Sanitarian #2987
-ODH Managers/Supervisors Certification in Food Protection
-FEMA/Incident Command System Courses: 100, 200, 300, 400, 700, & 800

WORK EXPERIENCE:

Director of Environmental Health/Accreditation Coordinator: *Shelby City Health Department*; coordinates and conducts on-site inspections of operations, facilities and/or systems to ensure they meet the required public health standards/state and local regulations, (e.g., food service, retail food establishments, vending, water supplies, sewage disposal systems, building sites, swimming pools, mobile home parks, tattoo shops, schools, smoking enforcement, camps, etc.); evaluates inspection data and issues orders to correct public health hazards and unhealthy conditions; assists in the development of agency policy and procedures; budgeting; assists in evaluation of programs as well as recommends changes to improve program effectiveness; maintains Accreditation/Re-Accreditation status/Accreditation Coordinator; develops and implements corrective actions needed; enforces ordered actions; monitors situations to ensure that programs are being adhered to; investigates nuisance complaints; coordinate/facilitate meetings and program outreach; performs grant writing/grant management; 12/21-current, Mayor Steven L. Schag

Independent REHS Contractor (part-time): *Galion City Health Department*; performs food service and retail food establishment inspections and consultations; investigates complaints; writes reports; enforces Ohio Uniform Food Code compliance; maintains files/documents; 9/22-1/24, Andrea Barnes, Director Environmental Health

Registered Sanitarian/REHS/Interim Director of Environmental Health: *Ashland County Health Department*; act as interim Environmental Health Director in the absence of the acting Director; perform/conduct inspections; investigate complaints/nuisances; create/furnish correspondence/emails; draft letters/orders; conduct trainings and

facilitate meetings; enforce rules, regulations, mandates and Covid-19 orders; conduct office hearings; 6/18-12/21, Pat Donaldson, Director Environmental Health

Community Environmental Health Supervisor: *Franklin County Public Health*; coordinate and manage employees and programs; conduct meetings, trainings, and outreach; draft policies, procedures, documents, letters, and orders; manage employees/payroll; budgeting; participate in accreditations activities; participate and coordinate workforce development; enforce rules/regulations; 2/17-6/18, Jeff Gibbs, Environmental Division Manager

Registered Sanitarian Specialist: *Richland Public Health*; perform/conduct inspections; investigate complaints/nuisances; create/furnish correspondence/emails; draft letters/orders; conduct trainings and facilitate meetings; enforce rules/regulations; perform lead hazard risk assessments, investigate nuisance complaints; manage mosquito activities; 10/00-2/17, Joe Harrod, Director Environmental Health

**REFERENCES AVAILABLE UPON REQUEST*