

People with goals succeed because they know where they're going...

Earl Nightingale

**FOR FURTHER
INFORMATION, CONTACT:**

The Service Bureau in your area:

La Ronge: (306) 425-4249

Meadow Lake: (306) 236-7540

Regina: (306) 787-8444

Prince Albert: (306) 953-2871

Saskatoon: (306) 933-6242

Swift Current: (306) 778-8207

**WHAT ELSE SHOULD I
KNOW?**

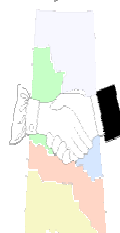
For further information on management occupations, visit the following websites:

www.sk.hrdc-drhc.gc.ca/jobfutures/

www.gov.sk.ca/psc/mdcentre/Dictionarym.htm

We are committed to Employment Equity and encourage applications from qualified persons of Aboriginal ancestry; persons with disabilities; members of visible minority groups and women seeking management and non-traditional roles.

SERVICE



THROUGH TEAMWORK



SE

Saskatchewan Environment

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**For more information on Saskatchewan
Environment, contact our website at:**

www.sermweb.serm.gov.sk.ca

SASKATCHEWAN ENVIRONMENT

SERVICE BUREAU
CAREER FACT SHEET

SYSTEMS COORDINATOR



Saskatchewan
Environment

It's in your Nature.

WHAT IS A SYSTEMS COORDINATOR?

- Systems coordinators are Saskatchewan Environment's network support analysts. They work with computers, the network system, and applications related to the system. Their primary responsibilities include a variety of systems maintenance and implementation tasks, as well as configuration of operating systems and monitoring of the network and its usage by staff. Systems coordinators work with Service Bureau managers and other department personnel to meet the Department's vision and to ensure consistency in delivery of service and operations methods

PRIMARY RESPONSIBILITIES

- Systems coordinators are responsible for the maintenance of desktops used by the Department
- Their duties include installation and configuration of software and operating systems; support for problems referred to by Help Desk; installation of hardware and software; adjustments and modifications to systems as required

- Systems coordinators ensure consistency of hardware and software among staff and they work with technical staff of external agencies to implement new technologies
- Other duties include monitoring the system for security breaches; researching new products to allow for more effective use of equipment by staff; monitoring of usage; monitoring stability of networks, and monitoring problems with software and desktops

Look at the stone cutter hammering away at his rock, perhaps a hundred times without as much as a crack showing in it. Yet at the hundred-and-first blow it will split in two, and I know it was not the last blow that did it, but all that had gone before.

Jacob A. Riis

HOW TO BECOME A SYSTEMS COORDINATOR

To become eligible for this type of position, high school students should take classes such as Mathematics, English and Computers.

Typically, post-secondary educational requirements for this occupation include completion of a Computer Science diploma or degree.

For information on programs or classes contact the following:

- SIAST; SIIT; University of Saskatchewan; University of Regina; Northlands College; Sask. Indian Federated College

OTHER REQUIREMENTS FOR EMPLOYMENT

Knowledge of Department's mandate, programs and policies; good interpersonal skills; ability to organize, plan, and communicate; ability to develop and deliver presentations/training materials; knowledge of software, hardware, and file server operating systems being used by the Department; ability to travel via air and/or road

TYPICAL EMPLOYERS INCLUDE

- Provincial and Federal agencies and government departments