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LEVEL OF CAPABILITY OF VILLAGE OFFICIALS IN CARRYING OUT GOVERNMENT ADMINISTRATION DUTIES IN HARAPAN VILLAGE, TANETE RIAJA DISTRICT, BARRU REGENCY.

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ABSTRACT

This research aims to determine the level of capability of village officials in carrying out government administrative duties in Harapan Village, Tanete Riaja District, Barru Regency. This research uses a qualitative descriptive research type with data sources obtained by observation, interviews and documentation. The results of this research show that the level of ability of village officials in carrying out government administrative tasks in Harapan Village, Tanete Riaja District, Barru Regency has been carried out well in fact. - factors that influence the level of ability of village officials in carrying out government administrative tasks in Harapan Village, Tanete Riaja District, Barru Regency, namely development in employee discipline, education and training. These factors can affect services to the community because they have not been implemented well

Keywords: *Officials, administration, village, tasks*



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A. INTRODUCTION

The village is the lowest government institutional unit that existed before the Unitary State of the Republic of Indonesia was formed. The diversity of characteristics and types of villages, or what are called by other names, did not become an obstacle for Indonesia's founding fathers to determine the form of a unitary state (Law Number 6 of 2014 concerning villages). One of the objectives of Law Number 6 of 2014 concerning Villages is to improve public services for village residents in order to accelerate the realization of general welfare.

The village government and its officials serve as administrators for organizing government, development and society. Therefore, village officials are needed who are truly capable and can cooperate in carrying out their duties and have a high sense of responsibility. The existence of village officials who are also entrusted with administrative duties, occupy a very important position because as the lowest government organ they know all the conditions and problems that exist in their area. This information is coordinated with the village government because it is needed in making regional and national policies for overall development needs. Thus, village heads in carrying out their duties are required to be more optimal in order to facilitate the implementation of government duties.

Departing from this thought, if it is related to the reality of Harapan Village officials in Tanete Riaja District, Barru Regency, it shows that the ability of the Harapan Village Head in carrying out tasks, especially in preparing materials and information needed for development planning purposes.

Administration consists of, among other things:

1. General administration is all workers, activities and procedures for writing in an organizational environment in an orderly and directed manner that is non-operational and carried out by all parts of the organization to achieve goals.
2. Population administration is a series of structuring and controlling activities in controlling population documents and data through population registration, civil registration, managing population information and utilizing the results for public services and development in other sectors.
3. Financial administration in a broad sense is the management and accountability of both central and regional governments. Village information in Tanete Riaja District

is not yet available properly in accordance with the administrative process of the village government. Information from the village administration is not yet available properly due to the influence of village officials' resources which are not yet optimal. In the implementation of village government, the most important thing is how the village government is able to improve the welfare of its people, is able to provide services to village communities, and is able to increase the competitiveness of its villages. This can only be done well.

4. Village government administration has various problems, both directly and indirectly hampering the implementation of village government affairs
5. Village Administration is the entire process of carrying out government and development activities by utilizing the capabilities of village officials and all available resources to achieve the stated goals, namely the realization of increased participation in government and development as well as the implementation of increasingly widespread and effective administration. Administrative management in village government organizations is a very necessary requirement. Because by establishing good administration in the government sector, the development process and government activities at the village level will be successful if supported by an orderly and orderly administrative system. Low capacity is part of the problems of administration and village officials.

Among them is that village officials' service to the community is still not optimal because there are still many people who are not satisfied with its service system, such as employee service that does not respond quickly to the community when someone wants to take care of it, and many employees who do not match the educational background are staff at the Harapan Village Office. In 2008 the Regional Autonomy Performance Study Center carried out a study increasing the capacity of village government, this study has produced a blueprint containing problem solving strategies for implementing village government and compiling modules for village government capacity levels. However, these efforts are still unable to resolve various problems in carrying out village level officials in carrying out administrative tasks in the village. Therefore, it is necessary to carry out in-depth studies in resolving government problems in villages. Based on the description above, the author was inspired to conduct further research on

According to Nurcholis's (2011) definition, this means the definition of village government according to the Village Law. General Provisions Article 1 Law no. 6 of 2014 concerning Villages states that the village government is the village head or what is called by another name, assisted by village officials as the organizing element of village government. The village apparatus referred to in this village law are the village secretariat, technical implementers and regional implementers. This definition of village government is different from village government. Law no. 6 of 2014 defines village government as the implementation of government affairs and the interests of local communities in the government system of the Unitary State of the Republic of Indonesia. The difference between these two definitions can be seen that village government is the side of village government in the sense of an organization, while village government is how the village organization carries out its government.

B. RESEARCH METHODS

This type of research uses a qualitative descriptive research type. According to Prof. Dr. Sugiyono (2018; 9) is a research method based on the philosophy of postpositivism, used to research the condition of scientific objects and the results of qualitative research emphasize meaning rather than generalization.

The main aim of qualitative research is to understand social phenomena or phenomena by providing explanations in the form of clear depictions of the social phenomena or symptoms in the form of a series of words which will ultimately produce a theory.



FIGURE 1. CONCEPTUAL FRAMEWORK

C. RESULTS AND DISCUSSION

In this section, the results of the research analysis of the findings that the author obtained in the field through interviews and observations are presented. This data is analyzed qualitatively, grouped based on variables that will be discussed operationally, namely the level of ability of village officials in carrying out government administrative tasks and factors that influence the level of ability of village officials in carrying out government administrative tasks.

1. The level of ability of village officials in carrying out government administrative tasks Based on the results of observations and interviews with several informal people, it can be seen that there are three abilities that Harapan Village government officials must have in carrying out their duties, namely:

Technical Capabilities. According to the results of observations and interviews with Mr. Abd. Fattah S.Sos (50 years old) As head of the village government, he revealed that:

"The technical capabilities of each Harapan Village apparatus vary according to their respective abilities, including in operating computers."

This information explains that the technical capabilities of village officials depend on the experience of each official. this is Risna (25 Years) as a member of the community stated that .

"Every apparatus serves the community, some serve the community quickly, some serve the community slowly Social skills. According to the results of observations and interviews with Mr. Nursyam, S.Pd (41 years old) as secretary, he revealed that:

"The social skills of every Harapan Village official are very good, because the service to the community when interacting is very friendly and polite."

The explanation above concludes that when there are people who want to take care of things at the village office, village officials are no longer embarrassed because the officials are kind, friendly and polite. Hesti (30 years old) as a member of the community stated that:

"Village officials are good but their service to the community is not optimal. Because when we take care of the family card, the birth certificate at the office is very slow to be issued."

Conceptual ability. In accordance with the results of observations and interviews with Mr. Lukman Hasi.SE (34 years old), as village head, he revealed that:

"The ability of every village official is expected to be good, where in a problem the officials are able to solve it well and wisely."

The explanation above can be concluded that pe Ernawati can solve problems at the village office well (29 years old) as a member of the community stated:

"It is not good because the problem of community administration has not been implemented well."

2. Factors that influence the level of ability of village officials in carrying out government administrative tasks

According to the results of observations and interviews with several informal people, it can be seen that there are two factors that influence the level of ability of Village officials in carrying out government administrative tasks in Harapan Village, namely:

Building employee discipline. One example of the lack of discipline in village officials is the low presence of each village official in realizing discipline, especially in terms of discipline in terms of accuracy and compliance with the working time/hours set by the sub-district government on each working day. The results of the interview with Mr Lukman Hasi.SE (34 years old) as Head of Harapann Village stated that:

"There are still many village officials who are not punctual due to lack of employee awareness of obeying the rules that apply in the office."

From the information above it can be concluded that in general Harapan Village government officials are less effective in carrying out their duties and responsibilities or in other words, that one of the factors that has a negative influence and can hinder the ability to carry out internal administrative tasks is the lack of discipline of village officials in carrying out their duties. they. And from the researchers' observations, it was clear that only some of the village officials were at the office when they left the village office and there were also village officials who went home quickly. education and training to improve their ability to manage activities in accordance with their profession.

to increase their knowledge. From the results of an interview with Mrs. Riska S.Pd (24 years old) as a staff member, she stated that:

“That training is only carried out twice a year. The training carried out in Harapan Village is: In the field of peace and community protection and in the field of increasing the capacity of village officials. From the explanation above, it can be concluded that the education and training that Harapan Village officials take part in is the basis for properly carrying out the tasks assigned to them without direct direction from their superiors. Education and training can be seen as one route to improving the ability of village officials to serve the interests of the community.

DISCUSSION

The discussion in this research explains the level of ability of village officials in carrying out government administrative tasks and the factors that influence the level of ability of village officials in carrying out government administrative tasks. The level of capability of Harapan Village officials consists of three, technical capabilities of the apparatus, social capabilities, and conceptual capabilities.

The level of capability of Harapan Village officials in terms of technical capabilities means that every village government official must have adequate technical capabilities that must be possessed by workers. So the technical capabilities of each Harapan Village apparatus have not been implemented properly because their service to the community has not been optimal.

The level of capability of Harapan Village officials in social skills is that every village government official must have social skills that are not only limited to the government organization but also to the community. So the social capabilities of each village official are adequate

The level of ability of Harapan village officials in conceptual ability, namely conceptual ability, is the highest ability that is usually possessed by a leader, in this case the village head. So the conceptual concept ability in Dasa Harapan is not yet optimal.

Based on the three indicators that have been obtained from informal responses as above, it is in accordance with facts in the field that the ability of Harapan Village officials has shown the level of ability of village officials in carrying out government administrative tasks.

Based on the research results which are adjusted to the indicators, the researcher will explain them according to informal responses, namely the factors that influence the level of ability of village officials in carrying out government administrative tasks, namely: Developing official discipline, education and training

Empowerment efforts can be made to increase the efficiency and effectiveness of the work of civil servants in carrying out their main duties and organizational functions through disciplinary development, this is intended so that employees, in carrying out their daily tasks, are always obedient and obedient to various applicable regulations and demonstrate work performance. tall one.

In efforts to improve the quality of work through disciplinary development, a guideline or framework is needed that clearly contains a system of training methods and procedures as well as the goals and objectives of each form of employee who is well equipped, effective and aware of responsibility in managing

carry out and carry out government and development tasks

The form of implementing employee discipline at the Harapan Village Office is fostering work time discipline, because the accuracy of office entry times is closely related to other disciplines. According to the author's observations, the application of working hours discipline has basically not been implemented well. Violations of discipline in Harapan village tend to occur frequently.

The discipline factor referred to in this description is discipline in terms of the accuracy and needs of each officer at the time specified on each working day. From the previous description, it shows that one example of the lack of discipline in village officials is the low presence of each village official in realizing discipline, especially in terms of discipline in terms of accuracy and compliance with working times/hours set by the government, daily speed due to fostering employee discipline. which is intended to increase awareness of the efficiency and effectiveness of employee work in order to achieve the implementation of office duties and improve service to the community.

The most prominent role of the Village Head in internal administrative activities is the empowerment of village officials aimed at improving work performance in order to create professional human resources in their field of work.

Empowerment of the apparatus is very necessary to anticipate developments in the world of population that are so rapid that they require professional officials to carry out

their duties well. In order to improve the ability to anticipate tasks in the government and development sector which are increasingly complex in carrying out their main tasks and functions

Education and training is an effort to empower officials, especially to improve intellectual abilities and human personality. Education is carried out in a capacity development process aimed at what the organization in question wants, while training is part of the education process which aims to improve special abilities or skills. somebody. The education and training that Harapan Village Officials take part in will be able to carry out the tasks assigned to them well without direct direction from their superiors. Education and training can be seen as one route to improving the ability of village officials to serve the interests of the community. The importance of education and training programs is purposeful. to improve their ability to manage activities in accordance with their profession.

D. CONCLUSIONS

Based on the results of the description, the research results from the discussion can be drawn conclusions regarding the proposed research problem as follows:

The level of ability of village officials in carrying out government administrative tasks in Harapan Village, Tanate Riaja District, Barru Regency has been carried out well. Factors that influence the level of ability of village officials in carrying out government administrative tasks in Harapan Village, Tanete Riaja District, Barru Regency, namely development in employee discipline, education and training. These factors can affect services to the community because they have not been implemented well.

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