

THE ROLE OF THE VILLAGE SECRETARY IN ADMINISTRATIVE ARRANGEMENT IN TOLONDADU I VILLAGE, BOLAANG UKI DISTRICT, SOUTH BOLAANG MONGONDOW REGENCY

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ABSTRACT

The village government apparatus is an institutional capacity of village government that functions to serve the interests of the community/public in the village, the presence of the village secretary has a very crucial role in regulating administration at the village level. Sometimes the placement of village secretaries that are not in accordance with their abilities can result in a decrease in performance, as this research was conducted, namely for the role of the secretary in the arrangement of village administration in Tolondadu 1 Village, Bolaang Uki District, South Bolaang Mongondow Regency. The method used in this study is to use a qualitative design approach because the main focus is on the quality of the analysis, not data that has statistical properties, this research was carried out at the Tolondadu I Village Office, Bolaang Uki District, South Bolaang Mongondow Regency. For 2 months and 2 weeks starting from April 17, 2023 to June 28, 2023. In the study of the Village Secretary, it can be concluded that its performance has a significant influence on the efficiency of public services. It is shown from the results of the interview that the performance of the Village Secretary is considered positive. Recognized as responsive and honest in village management. However, all agreed that further improvements in the education sector and more social programs are needed to help underprivileged families in the villages.

Keywords: Structuring, Administration

INTRODUCTION

The weak and low quality of the implementation of Administrative Services on the one hand can be understood that the Village Secretary as a public servant is still experiencing ineffectiveness and helplessness in providing services to the community. This helplessness not only affects the government at the central and regional levels but is also experienced by the government at the smallest level, namely the village. The village community as a recipient of administrative services from the government also needs good and quality services from the village government, especially those in charge of handling village administration affairs, namely the Village Secretary (SEKDES)

The existence of the Secretary of Village Affairs plays a very important role

in the administrative arrangement in the village.

Several problems also arose when the Secretary was unable to meet the expectations of the district government, this resulted in the village remaining in a downturn and of course the great hopes of the community ran aground. The Village Secretary is the assistant to the holder of the power to manage village finances. The Village Secretary as the coordinator of village financial management has the task of preparing and implementing policies for the management of the Village Budget, the preparation and implementation of policies for the management of Village Goods, the preparation of the Village Budget Draft and the Village Budget Amendment Plan, the

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preparation of the Village Budget Raperdes, the amendment of the Village Budget, and the responsibility of the Village Budget as well as carrying out other duties based on the authority delegated by the Village Head.

The ability and professionalism of the Village Secretary must be improved. The existence of the Secretary of Village Affairs plays a very important role in the administrative arrangement in the village. Several problems also arise when the Secretary is unable to meet expectations.

At the village level, the role of village government has great significance in the progress of a region. The village government plays a major role in providing services to villagers and improving the quality of services to them. The role of the village government is very important in meeting the needs of the community with the aim of creating a thriving society Law No. 25 of the Year on Public Services, n.d. and prosperous. In accordance with public services is a series of activities that aim to meet the needs of services in accordance with the applicable regulations for all citizens and residents, including goods, services, and administrative services provided by public service providers, therefore, the village government must ensure the implementation of an adequate public service system, as well as carry out public services in accordance with the applicable legal provisions.

According to Law No. 6 of 2014 concerning Villages, n.d, it is stated that the village government has the responsibility to provide and improve services to the community. In carrying out their duties, the village government is also required to manage government administration properly and

implement the principles of transparent village governance.

The fifth part which focuses on the Village Apparatus, Article 48 and Article 49 paragraph (1) explains that the Village Apparatus consists of three main components, namely the Village Secretary, Regional Implementer, and Technical Implementer. Article 49 paragraph (1) indicates that the main task of the Village Apparatus is to provide assistance to the Village Head in carrying out his duties and authority.

Furthermore, in Government Regulation Number 45 of which regulates the Requirements and Procedures for the Appointment of Village Secretaries to Civil Servants (PNS), the Village Secretary is defined as a member of the village apparatus who is responsible for aspects of government administration, development, as well as community services and empowerment in the village. The duties can include making birth certificates or certificates, among other things. The appointment of the Village Secretary to become a Civil Servant (PNS) is expected to support the Village Head in carrying out village government duties more efficiently and effectively.

Village government is an entity that extends the central government and has a very important role in managing communities in rural areas to achieve the desired government development. As a result of this strategic role, there are Regulations and Laws related to Village Government that regulate all aspects of Village Government. This is done to ensure that government operations run efficiently. The Village Government Structure consists of two main components, namely the Village Head and the Village Apparatus, which are included in the Village Apparatus are the

Village Secretary and other members of the apparatus.

Given this situation, research on the role of the secretary in administrative arrangement is very important, so that services to the community can be optimally improved and the best quality of service can be maintained. So, the author feels interested in carrying out research that will be raised in the form of a Scientific Paper with the title "The Role of the Secretary in Administrative Arrangement in Tolondadu I Village, Bolaang Uki District, South Bolaang Mongondow Regency".

Administrative concepts. Etymologically, the word Administration comes from Latin, namely *Ad* which has an intensive meaning and *ministrare* which means to serve, help, and fulfill. In English "*administration*". According to KBBI, administration is an effort and effort, including setting goals and determining ways to implement organizational coaching; businesses and activities related to the administration of government; office and administrative activities. Administration is the planning, control, and organization of office work, as well as the mobilization of those who carry it out to achieve the goals that have been set. Administration refers to a set of processes and activities related to the management, organization, direction, and supervision of resources (whether human, financial, or material) within an organization or entity. It also includes policy implementation, strategic planning, and decision-making to achieve specific goals.

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or entity. It also includes policy implementation, strategic planning, and decision-making to achieve specific goals.

In a broader context, administration is not only limited to businesses or commercial organizations, but also applies within the government, education, health, and non-profit sectors. The main goal of administration is to manage resources efficiently and effectively to achieve the goals that have been set.

Based on the description above, etymologically administration can be interpreted as an activity of providing assistance in managing information, managing people, managing property towards a goal gathered in the organization. The duties of administrators are to serve or obey, carry out *administration* or administration (registration, documentation, inventory or recording of assets and activities carried out) and administration or lead and direct entrusted personnel. Administrator activities are nothing but management activities, namely the process of controlling, mobilizing, and utilizing or utilizing planned resource factors [1]

The term administration in everyday reality has various meanings or meanings, according to the focus, importance and background of the definition maker. See the following example: When a member of the community is about to pay the cost of making a Driver's License (SIM) at the Police Station, a police member says: "Please take care of and pay the cost of making a driver's license yourself at the Administration Section" so that then many people flock to the "Administration Section". In this case, administration can be associated with an organizational unit. Another example: When someone is taking care of a Certificate of

Good Conduct at the Police Station, he asks the officer "How much is the administrative fee, sir? In this sense, administration can be linked to the costs that must be incurred. Another example, when someone takes care of payments at the PLN office and there is a long queue so that the service becomes long, then the person comments: "Wow bad, the administration is chaotic and chaotic". So in this case the administration can be associated with the chaos that occurs. To further increase your understanding of the meaning and significance of administration, there was a big news story in a newspaper stating that the "Bush Administration" was planning to attack Afghanistan. While in another aspect there is a writing near a government office: "Administrative One-Day Seminar" Some of these examples show various types of terms used related to administration.

RESEARCH METHODS

This study uses descriptive research with a qualitative approach to obtain in-depth information about the role of village secretaries in administrative arrangements in Diesa Tolondadui I Kiec. Bolaang Uki, Kab, Bolaang Mongondow Sielatan.

Qualitative research aims to achieve an in-depth and comprehensive picture of the research object. This approach starts from an observed phenomenon, not from a theory that has been tested for truth. As said. "Qualitative research does not depart from theory, but departs from cases or experiences.

Through a qualitative approach, the data obtained is more comprehensive, more in-depth, has high credibility, and is more meaningful, thus helping to achieve research objectives. The use of qualitative methods is not because of popularity or trends, but

because this method is more appropriate to answer existing problems. In qualitative methods, it is not possible to find data related to work processes, activities, detailed and deep descriptions, feelings, norms, beliefs, mental attitudes, and cultures embraced by individuals or groups in their context.

The research time is carried out for 2 (two) months and 2 weeks, starting from April 17, 2023 to June 28, 2023. Research Location The research location was conducted at the Tolondadu I Village Office, Bolaang Uki District, South Bolaang Mongondow Regency

Data Type. This study uses qualitative data types as information taken by researchers. Qualitative research is a type of research that describes a phenomenon that occurs, involves a variety of methods, and uses a natural situation as a framework [9]

Data Source. The data used in this study came from the subjects who were the source of the data. If the researcher uses questionnaires or interviews in providing responses or answers to questions from the researcher, either in writing or orally [14] Adapted into two, namely primary data and secondary data.

a) Data Primer

Primary data sources are data obtained directly from the original source, through processes such as interviews, observations, or direct review of reports that are not in the form of official documents. In this study, the Tolondadu I Village Government Institute, located in Bolaang Uki District, South Bolaang Mongondow Regency, became the primary data source.

b) Data Seconds

Secondary data sources are data obtained not directly from the original source, but are data taken from official documents, books related to the object of research, research results in the format of reports, theses, dissertations, and laws and regulations. The following are the secondary data sources used in this study:

- Law Number 6 of 2014 concerning Villages
- Books related to Administrative Services
- Government Regulation No. 72 of 2005 concerning Villages
- Tulingagung Regency Regional Regulation Number 4 of 2018 concerning Village Apparatus

The data used in this study is qualitative data, which can be described as 'data that can only be measured indirectly.' [4] also added that qualitative data is 'data presented in the form of verbal words, not in the form of numbers.' In other words, qualitative data is data that cannot be measured directly and is usually presented in the form of spoken words rather than numbers. In the context of this research, qualitative data includes an overview of the research object, such as an overview of the Head of the Government Section and an explanation of the main duties and functions of the Head of the Government Section. The data sources in the study were obtained through observation and literature review, namely by studying previous research or relevant literature

At the preparation stage, the researcher makes preparations related to research activities, such as sending survey location

permits. After successfully completing the preparation phase, the researcher proceeds to the next phase, which is the fieldwork phase, where the researcher collects data directly in the field. In the data search, researchers analyze the data results to find out if any data is missing. After the analysis stage, the next step is to proceed to the implementation study stage.

The data is collected through several important stages, including: regarding administrative service procedures that focus on population administration services. The following are the methods carried out in data collection:

1) Observation

Observation is an act of observing and recording in an orderly manner on the phenomenon being investigated. Observation becomes an effective data collection method if:

- a) in accordance with the purpose of the research,
- b) systematically planned and recorded, and
- c) can be controlled to ensure the reliability (reliability) and validity (validity) of the data obtained.

Observation is a data collection method that requires researchers to be physically present at the research site to observe aspects related to space, location, respondents, activities, objects, time, events, goals, and emotions, with the aim of collecting information about programs, processes, or behaviors directly. In qualitative research, observation is the process of observing objects directly to understand the existence of objects, situations, contexts,

and their meanings, with the aim of collecting research data.

2) In-Depth Interviews

In Moleong's opinion, an interview can be interpreted as "a dialogue intended for a specific purpose" (Yuhana and Aminy 2019). Interviews are conducted with the aim of gaining an understanding of the current situation, reconstructing events based on past experiences, projecting events that are expected to occur in the future, verifying information, and developing insights. The author uses the interview method by approaching the

Not	Name	Position
1	Bobi	Village head
2	Usman Kumedi	Village Secretary
3	Pandis	Government Officer
4	Site	General Head
5	Susanto	Community

informant directly, asking focused questions according to the research objectives, and recording the main points of the interview results as field notes that will be reviewed further.

The researcher conducted a direct question and answer interaction with the Village Head, members of the Village Apparatus, and community members in Tolondadu I Village, Bolaang Uki District, South Bolaang Mongondow Regency, regarding Population Administration Services in the Village. This is done to dig up the necessary information and obtain data relevant to the focus of the research. The goal is to obtain the right information as needed

and collect data with an adequate level of accuracy and completeness.

3) Documentation

The documents used in this study are to support the interview data, including mainstream media articles and photos of the research findings. Research ethics is an important aspect in designing and implementing studies on population administration service procedures in villages.

Here are some research ethics principles that need to be considered:

a. **Compliance with Legal Rules and Ethical Norms**

Make sure your research complies with all applicable legal rules and ethical norms, be it government rules, research codes of ethics, or human rights.

b. **Confidentiality and Privacy of Respondents**

Keep respondents' identities and personal information confidential. Avoid disclosing information that could identify individuals without their permission.

c. **Information Submitted**

Make sure you obtain informed consent from each respondent before they participate in the study. Clearly explain the objectives, risks, benefits, and limitations of the research to them.

d. **Fair Treatment**

Treat all respondents fairly and without discrimination based on gender, age, ethnicity, religion, or other factors. Ensure equality of rights and opportunities to participate.

Informant Table

RESEARCH RESULTS

a) The Role of the Village Secretary in Village Administration Arrangement

The role of the village secretary in the administrative arrangement of Tolondadu I Village, Bolaang Uki District, South Bolaang Mongondow Regency, based on the results of research and interviews conducted are:

According to Mr. Susanto (Community), the current performance of the Secretary of Tolondadu I Village is very good. He is always responsive to complaints and problems that occur in the village. In addition, he really appreciated the transparency shown by the head of the section in the management of village funds. However, he felt that there needed to be more social programs to help underprivileged families in the village. That is one aspect that can be improved. He also added that the Government Treasury is quite accessible. He often held community meetings and listened to our inputs and complaints, which made us feel valued and had a voice in village decision-making. He hopes that the section head can be more intense in improving the education sector in the village. The schools here need coaching, and more educational assistance will greatly help the children in our village.

Mr. Pandis (Head of Government) said that they have achieved many significant achievements during this period. He also stated that they have succeeded in improving efficiency in the implementation of public services and implementing policies that support sustainable development.

b) Challenges and Obstacles in the Role of Village Secretaries in Village Administration Arrangement

According to Uisman Kledi (Secretary of Des), there are various challenges and obstacles in carrying out his role as Head of the Government Section (Kasi Bandaran). Among them are limited resources, increasing public expectations, the need to adapt to changes in policies and regulations, and the integration of digital technology. He felt that in overcoming these challenges, a combination of wise management strategies and strong leadership was needed.

According to Mr. Bobi (Village Head), it is likely that the challenges and obstacles faced by the Head of the Government Section (Kasi Bandaran) are budget limitations and coordination between sectors. Villages may have limited budgets, so this can be a challenge in providing optimal services. In addition, poor communication between sectors can make it difficult to implement the program effectively.

a) Strategy to increase the role of village secretaries in administrative arrangements

Mrs. Siti (Head of General) said that in increasing the role of a Head of Government Section (Head of Government), the duties and responsibilities of the Head of Government must be clearly explained. Because with open communication, the public will understand its contribution and increase trust in its performance. He also added that the Head of Government must integrate their role in social

programs that support the welfare of the community. By being directly involved, they can build closer relationships with the community.

According to Mr. Yahya (Village Head), to increase the role of the Head of the Government Section, the Head of the Government Section can hold a forum or open meeting to study the needs and aspirations of the community. By involving the community in planning and decision-making, it can increase support for the role of the Head of Government Section.

RESEARCH DISCUSSION

1. The Role of the Village Secretary in Village Administration Arrangement

From the results of the interview, it can be seen that there is a positive assessment of the performance of the Village Secretary in administrative arrangements. The Village Secretary is recognized as responsive and transparent in managing village funds. However, there is a consensus on the need for more social programs to help underprivileged families in villages as well as the need for further improvements in the education sector. On the other hand, the Head of the Government Section noted significant achievements in improving the efficiency of public services and supporting sustainable village development. Based on this view, it can be concluded that despite the positive achievements, there is still room to improve some aspects of village management.

2. Challenges and Obstacles in Village Secretaries in Village Administration Arrangement

From the results of the interviews, it can be concluded that the assessment of the role of the Head of the Government Section faces a number of challenges, including limited resources, increasing public expectations, adaptation to political change management, and integration of digital technology. To overcome these obstacles, a good management strategy and strong leadership are needed. There are also concerns about village budget limitations and lack of coordination between sectors, which can affect the effectiveness of program implementation. Overall, the assessments from both interview sources highlight the challenges faced in the duties of the Head of the Government Section in improving village public services.

3. Strategies to Increase the Role of Village Secretaries in Village Administration Arrangement

From the results of the interview, it can be concluded that to improve the role of the Village Secretary, the resource person emphasized the importance of clear communication with the community to explain the duties and responsibilities of the Head of the Government Section. It is considered necessary to understand their contribution and build confidence in their performance. In addition, integrating the Head of the Government Section in social programs that support the welfare of the community is also considered important, as involving them directly in relation to the community can increase support for the role of the Head of the Government Section. Community participation in

planning and decision-making is also considered effective to strengthen the role of the Head of the Government Section.

CONCLUSION

The conclusion of this study is: The Role of the Village Secretary in Village Administration Planning. It is shown from the results of the interview that the performance of the Village Secretary is considered positive. Recognized as responsive and honest in village management. However, all agreed that further improvements in the education sector and more social programs are needed to help underprivileged families in the villages.

The village secretary also has a very important role in assisting the village head in planning operationalization, assigning tasks, giving instructions, regulating, coordinating, evaluating, and reporting on the implementation of secretarial and technical tasks, including planning and reporting, financial affairs, general administrative affairs, and providing administrative services to the village head.

The Village Secretary or often abbreviated as SEKDiES is the assistant to the Village Head as well as the holder of the power to manage village finances. SEKDES is a Village Government Staff unit led by a Village Secretary who is under and responsible to the Village Head.

Suggestion: Conduct training and learning related to the ability to identify community demands for services, prepare agendas, and service priorities and create an electronic complaint box or website so that the community can more easily access and provide complaints and village officials can

be more agile and easier to see demands and program the priority scale. Coordination and communication related to orders, duties and obligations submitted must be clarified both from top to bottom and from bottom to top or parallel. Relations and good relations must also be maintained so that obstacles such as miscommunication do not become a problem anymore. Considering the leadership vacuum that has occurred in the last few months.

Digitization of the operational system needs to be held so that it is easier and more transparent for both the village government and the community who want to access all information related to the village and its development.

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