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Strengthening Public Administration Concepts in Administrative Implementation at the Pulau Pekan Village Office, Bungo Regency, Jambi, Indonesia

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ABSTRACT

Public administration is a series of activities carried out by the government in order to provide services to the community. The successful implementation of public administration is greatly influenced by the correct understanding and application of public administration concepts. This research aims to increase understanding and application of public administration concepts in the implementation of administration at the Pulau Pekan Village Office, Bungo Regency, Jambi, Indonesia. The method for implementing community service used in this activity is a workshop on strengthening the concept of public administration in the implementation of government administration in Pulau Pekan Village, Bungo Regency, Jambi. The results of the activity show that the understanding and application of public administration concepts at the Pulau Pekan Village Office still needs to be improved. This can be seen from the existence of several problems in administrative implementation, such as a lack of understanding of the principles of public administration, a lack of implementation of standard administrative procedures, and a lack of coordination between work units. To overcome this problem, it is necessary to strengthen the concept of public administration at the Pulau Pekan Village Office. This strengthening can be carried out through various activities, such as training, mentoring, and improving facilities and infrastructure.

1. Introduction

Public administration is a series of activities carried out by the government in order to provide services to the community. The successful implementation of public administration is greatly influenced by the correct understanding and application of public administration concepts. The concept of public administration is a framework of thought used to understand and explain the implementation of public administration. This public administration concept covers various aspects, such as public administration principles, administrative procedures, and coordination between work units. Correct understanding and application of public administration concepts will increase the effectiveness

and efficiency of public administration. This is because the concept of public administration can provide direction and guidance for the implementation of public administration.¹⁻⁵

The Pulau Pekan Village Office is one of the government work units that is tasked with providing services to the community. However, in implementing its administration, the Pulau Pekan Village Office still faces several problems. These problems include a lack of understanding of the principles of public administration, a lack of implementation of standard administrative procedures, and a lack of coordination between work units.⁶⁻¹⁰ Therefore, it is necessary to strengthen the concept of public administration at the Pulau Pekan Village Office. It is hoped that this

strengthening can overcome existing problems and increase the effectiveness and efficiency of public administration at the Pulau Pekan Village Office.

2. Methods

The method for implementing community service used in this activity is a workshop on strengthening the concept of public administration in the implementation of government administration in Pulau Pekan Village, Bungo Regency, Jambi. This workshop was held for two days, namely on the 20th and 21st of July, 2023. Workshop participants consisted of all Pulau Pekan village officials, namely the village head, village secretary, head of affairs, and other village officials. Workshop materials include understanding public administration, basic concepts of public administration, principles of public administration, administrative procedures, and coordination between work units. The learning methods used in this workshop are lectures, discussions, and questions and answers.

3. Results and Discussion

Based on the results of the workshop on strengthening the concept of public administration at the Pulau Pekan Village Office, Bungo Regency, Jambi, the results were that Pulau Pekan village officials had a better understanding of the concept of public administration. This can be seen from several indicators. Namely, Pulau Pekan village officials can explain more clearly and in detail the meaning, basic concepts, principles, procedures, and coordination between work units in public administration. Pulau Pekan village officials can relate the concept of public administration to the implementation of administration at the Pulau Pekan Village Office. Pulau Pekan village officials can provide concrete examples of the application of public administration concepts in the implementation of administration at the Pulau Pekan Village Office. Increasing Pulau Pekan village officials' understanding of the concept of public administration can have a positive impact on the implementation of administration at the Pulau Pekan

Village Office. Some of these positive impacts include administration implementation at the Pulau Pekan Village Office becoming more effective and efficient, services to the community becoming better, and accountability in administration becoming higher. Increasing the understanding of Pulau Pekan village officials regarding the concept of public administration cannot be separated from the active role of community servants. Community servants have provided quality and relevant material to the needs of Pulau Pekan village officials. Apart from that, community servants have also used effective learning methods, namely lectures, discussions, and questions and answers. To maintain and improve Pulau Pekan village officials' understanding of the concept of public administration, it is necessary to carry out further activities, such as continuous training and mentoring. Apart from that, the regional government also needs to provide adequate facilities and infrastructure to support the implementation of administration at the Pulau Pekan Village Office.¹¹⁻¹⁴

Based on the results of the workshop on strengthening the concept of public administration at the Pulau Pekan Village Office, Bungo Regency, Jambi, the results were that Pulau Pekan officials better understand the principles of public administration that must be applied in the implementation of administration. This can be seen from several indicators. Namely, Pulau Pekan village officials can explain more clearly and in detail the meaning, importance, and concrete examples of the application of public administration principles in the implementation of administration. Pulau Pekan village officials can relate the principles of public administration to the implementation of administration at the Pulau Pekan Village Office. Increasing Pulau Pekan village officials' understanding of the principles of public administration can have a positive impact on the implementation of administration at the Pulau Pekan Village Office. Some of these positive impacts include administration implementation at the Pulau Pekan Village Office becoming more effective and efficient, services to the

community becoming better, and accountability in administration becoming higher. Increasing the understanding of Pulau Pekan village officials regarding the principles of public administration cannot be separated from the active role of community servants. Community servants have provided quality and relevant material to the needs of Pulau Pekan village officials. Apart from that, community servants have also used effective learning methods, namely lectures, discussions, and questions and answers. To maintain and improve Pulau Pekan village officials' understanding of the principles of public administration, it is necessary to carry out further activities, such as continuous training and mentoring. Apart from that, the regional government also needs to provide adequate facilities and infrastructure to support the implementation of administration at the Pulau Pekan Village Office.¹⁵⁻¹⁸

Based on the results of the workshop on strengthening the concept of public administration at the Pulau Pekan Village Office, Bungo Regency, Jambi, the results were that Pulau Pekan village officials better understand the standard administrative procedures that must be applied in carrying out administration. This can be seen from several indicators. Namely, Pulau Pekan village officials can explain more clearly and in detail the meaning, importance, and concrete examples of implementing standard administrative procedures in the implementation of administration. Pulau Pekan village officials can link standard administrative procedures with administrative implementation at the Pulau Pekan Village Office. Increasing the understanding of Pulau Pekan village officials regarding standard administrative procedures can have a positive impact on the implementation of administration at the Pulau Pekan Village Office. Some of these positive impacts include administration implementation at the Pulau Pekan Village Office becoming more effective and efficient, services to the community becoming better, and accountability in administration becoming higher. Increasing the understanding of Pulau Pekan village officials regarding standard administrative procedures

cannot be separated from the active role of community service implementers. Community service implementers have provided quality and relevant material to the needs of Pulau Pekan village officials. Apart from that, community service implementers have also used effective learning methods, namely lectures, discussions, and questions and answers. To maintain and increase Pulau Pekan village officials' understanding of standard administrative procedures, it is necessary to carry out further activities, such as continuous training and mentoring. Apart from that, the regional government also needs to provide adequate facilities and infrastructure to support the implementation of administration at the Pulau Pekan Village Office. The following are several examples of standard administrative procedures that must be applied in carrying out administration at the Pulau Pekan Village Office: Procedures for writing letters, Procedures for receiving and completing files, Community service procedures, Village financial management procedures, and Village asset management procedures. These standard administrative procedures can be developed according to the needs and conditions at the Pulau Pekan Village Office.^{18,19}

Based on the results of the workshop on strengthening the concept of public administration at the Pulau Pekan Village Office, Bungo Regency, Jambi, the results were that Pulau Pekan village officials better understand the importance of coordination between work units in implementing administration. This can be seen from several indicators. Namely, Pulau Pekan village officials can explain more clearly and in detail the meaning, importance, and concrete examples of implementing coordination between work units in administrative implementation. Pulau Pekan village officials can link coordination between work units with administrative implementation at the Pulau Pekan Village Office. Increasing Pulau Pekan village officials' understanding of the importance of coordination between work units can have a positive impact on the administration of the Pulau Pekan Village Office. Some of these positive impacts include

administration implementation at the Pulau Pekan Village Office becoming more effective and efficient, services to the community becoming better, and accountability in administration becoming higher. Increasing the understanding of Pulau Pekan village officials regarding the importance of coordination between work units cannot be separated from the active role of community servants. Community service implementers have provided quality and relevant material to the needs of Pulau Pekan village officials. Apart from that, community service implementers have also used effective learning methods, namely lectures, discussions, and questions and answers. To maintain and increase Pulau Pekan village officials' understanding of the importance of coordination between work units, it is necessary to carry out further activities, such as continuous training and mentoring. Apart from that, the regional government also needs to provide adequate facilities and infrastructure to support the implementation of administration at the Pulau Pekan Village Office. The following are several examples of coordination between work units that can be carried out at the Pulau Pekan Village Office: Coordination between service work units and finance work units in terms of budget management. Coordination between service work units and government work units in terms of services to the community. Coordination between service work units and development work units in terms of implementing development programs. Coordination between work units can be done through various means, such as meetings, gatherings, and informal communication.^{20,21}

4. Conclusion

Strengthening the concept of public administration at the Pulau Pekan Village Office is an important thing to do. This strengthening is expected to increase the effectiveness and efficiency of public administration at the Pulau Pekan Village Office.

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