

Web-Based Village Administration Service Model in Tanete Village, Simbang District, Maros Regency

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ABSTRACT

The implementation of public services is an effort by the state to fulfill the basic needs of the rights of every citizen to goods, services, and administrative services provided by public service providers. Administrative services in Tanete Village, Simbang District, Maros Regency are still using the conventional system or manual system. This study aims to produce a website-based information system development model for integrated village administration services with the community and Tanete village officials. The methodology used in the study begins with data collection consisting of observation and identification, surveys, interviews and discussions with village officials. Next with the stage of developing an information system. Data was collected by means of observation, survey and document analysis. The information system development stage is carried out at the information system development stage by system analysis and system design. The results of the research are in the form of a web-based program prototype, namely the right technology to provide information on managing integrated village administration services with the community and Tanete village officials. The application makes it easier for the community and village officials to provide village administrative services.

Keyword: Service, administration, village

INTRODUCTION

The implementation of public services is an effort by the state to fulfill the basic needs of the rights of every citizen to goods, services, and administrative services provided by public service providers (Muh Nasrullah et al., 2020; Niswaty et al., 2021; Takdir et al., 2021) In relation to the said community service, Undang-Undang Dasar 1945 mandates the state to fulfill the basic needs of every citizen for the sake of their welfare, so that the effectiveness of the administration of a government is largely determined by the good or bad of the implementation of public services. according to Undang-Undang No. 6 tahun 2014 it is said that the village is a legal community unit that has territorial boundaries that are authorized to regulate and manage government affairs, the interests of the local community based on community initiatives, origin rights, and/or traditional rights that are recognized and respected in the government system of the Unitary State of the Republic of Indonesia.

Village administration is the entire process of recording data and information on the administration of village governance in the Village Administration book (Prasodjo, 2017). Village administration is determined by a Decree of the Minister of Home Affairs, but the technical implementation and operational guidance are determined by a Decree of the Regent. Based on the promulgation UU No. 32 Tahun 2004 tentang Pemerintahan Daerah, as well as (Peraturan Pemerintah Nomor 72 Tahun 2005 tentang Desa juga Peraturan Pemerintah, 2005) Number 79 of

2005 concerning the Guidance and Supervision of the Implementation of Regional Government, and with the Regulation of the Ministry of Home Affairs 32 of 2006.

An information system can be defined as a system within an organization which is a combination of people, facilities, technology, media, procedures and controls aimed at obtaining important communication lines, processing certain types of routine transactions, signaling to management and others to important internal and external events and provide an information base for intelligent decision making (Jogiyanto, 2005; Toding et al., 2015).

It is realized that the current condition of the implementation of public services is still faced with a government system that is not yet effective and efficient and the quality of human resources of the apparatus is not adequate. This can be seen from the number of complaints and complaints from the public, both directly and through the mass media, related to complicated procedures, no certainty of timeframe, costs to be incurred, non-transparent requirements, unprofessional officers, resulting in unfavorable image of the government.

Information systems can consist of components called building blocks, namely input blocks, model blocks, database blocks and control blocks. As a system, the six blocks are mutually interact with one another to form a single unit to achieve its goals (Jogiyanto, 2005). The village administration information system is an information system computerized which is intended for village administration services and management (Muhammad Nasrullah, 2016). The management of this information system is in the form of providing information to interested parties regarding village administration (Lisnawanty, 2014; Parida & Wardany, 2014; Rahmawati & Mulyono, 2016). The quality of information depends on three things, namely accurate, meaning that the information must be free from errors and must clearly reflect its meaning; on time, meaning that the information received should not be late; relevant, meaning that the information has benefits for the user (Jogiyanto, 2005).

The implementation of system analysis begins with requirements gathering and analysis. according to (Connolly, 2002) requirements collection and analysis is the process of collecting and analyzing information about the part of the organization that the database application must support, and using that information to identify user requirements for the new system. At this stage includes the collection and analysis of information about the part of the company that must be served by the database. System Development Life Cycle (SDLC) include: Plan, Analysis, Design; Implementation. The system analysis stage is carried out after the planning stage and before the design stage. The system analysis stage is a critical and important stage because errors in this stage will also cause errors in the next stage. The steps in the system analysis stage are Identify, namely identifying the problem as a desired question; Understanding, namely understanding the work of the existing system by studying in detail how the existing system operates; Analyze, namely analyzing the system based on data that has been obtained from the results of research that has been done; Report, namely making a report on the results of the analysis.

Tanete Village, Simbang District, Maros Regency has a population of 4,272 people with a total of 6 Hamlets, 12 Neighborhood Associations and the Village Consultative Body (BPD) has 11 employees and has 6 village officials who provide services to the community. Based on the results of discussions with the Village Head that currently a technology-based administrative service is needed, the application made by the 2017 PNUP lecturer is based on access when the internet network is not yet available in the village. Along with the development of technology, web-based village information systems are starting to be widely used. This is in accordance with

the recommendation of the Minister of PDPT by Abdul Halim Iskandar hoping for the digitalization of village administrative services. Therefore, (Nahiruddin et al., 2017). The hope of the Village Head (Mr. Abdul Kadir) and the IT Section of Tanete Village, Simbang District, Maros Regency, said they wanted to implement a village administration service information system which later on the community could access via the website when they wanted to take care of a certificate at the Village office. Then the village apparatus will follow up on the administration needed by the community. So far, the community has always come to the village office to take care of the administration related to their needs. The system that has been running so far is still a semi-computer system and the physical storage of village documents is still conventional (Source of Tanete Village Head, 10 March 2021). The Village Secretary continued, saying that the community was worried about coming to the village office at this time because the Covid-19 pandemic had not improved. The solution offered to solve the problems mentioned above is to create a website-based village administration service model in Tanete Village, Simbang District, Maros Regency. This model was developed so that the community can take care of village certificates through the website. Furthermore, the village apparatus will follow up on the certificate without the community having to come to the village office. This system makes it easier to find documents in village administration management. Furthermore, the village apparatus will follow up on the certificate without the community having to come to the village office. This system makes it easier to find documents in village administration management.

METHOD

The location of this research is Tanete Village, Simbang District, Maros Regency. The methodology used in the study begins with data collection consisting of observation and identification, surveys, interviews and discussions with village officials. Next with the stage of developing an information system.

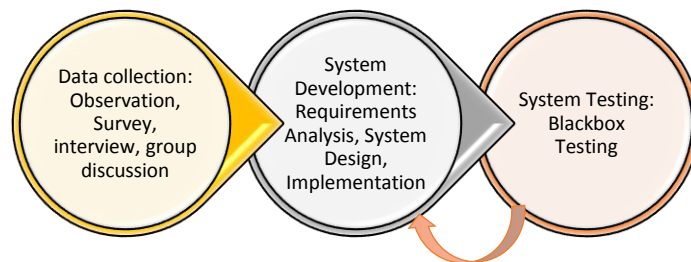


Figure 1. Software development process

Before conducting a research design, it is necessary to look for data for research needs. There are two kinds of data that will be used, namely primary data, in this study primary data for system settings used data on village administration management processes. Secondary data, literature studies, literature, and group discussions about the design of the information system to be made. To obtain relevant and accurate data, the data collection was carried out using the observation method. Data collection through observation directly on processes that are running and recording of various infrastructure namely reviewing the structure of the village, the process of managing village administration; management systems and technology. At this stage we will look for problems from existing conditions or systems, in this context these problems are a village administration management activity. Expectations of the external target to get the problems of the current system, and get the things needed for system development and integration.

Survey, to get an overview of functional and non-functional readiness conditions for system requirements for migration to new systems and HR readiness. Document analysis, which is done by studying the material that describes the system that is running. The documents observed included: village administration guidance systems, village apparatus forms and files. The information system development stage was carried out as follows System Analysis, which was carried out based on the results of the data collection stage which required the desired information report/display. System Design. At this stage, a detailed information system design will be made based on the desired specifications. At this stage, the standard planning database is also set, starting with the use of use case diagrams to entity relation diagrams.

RESEARCH RESULTS AND DISCUSSION

Research result

Based on the results of interviews with the Head of Tanete Village, Simbang District, Maros Regency, information was obtained that document or archive storage in this village still uses the manual method by using an agenda book to record the village archives. (Nahiruddin et al., 2017; Nahiruddin & Hirman, 2018). Difficulties are experienced when people need documents but sometimes the archives are not found so that it will hinder service to the community.

To solve the problems mentioned above, the solution offered is to make a design or design of a web application development model for village administration service applications to facilitate the discovery of documents or archives if needed. For example, to manage incoming mail, in the application there is an incoming mail menu on the home menu or main menu on the right, as seen in Figure 2.

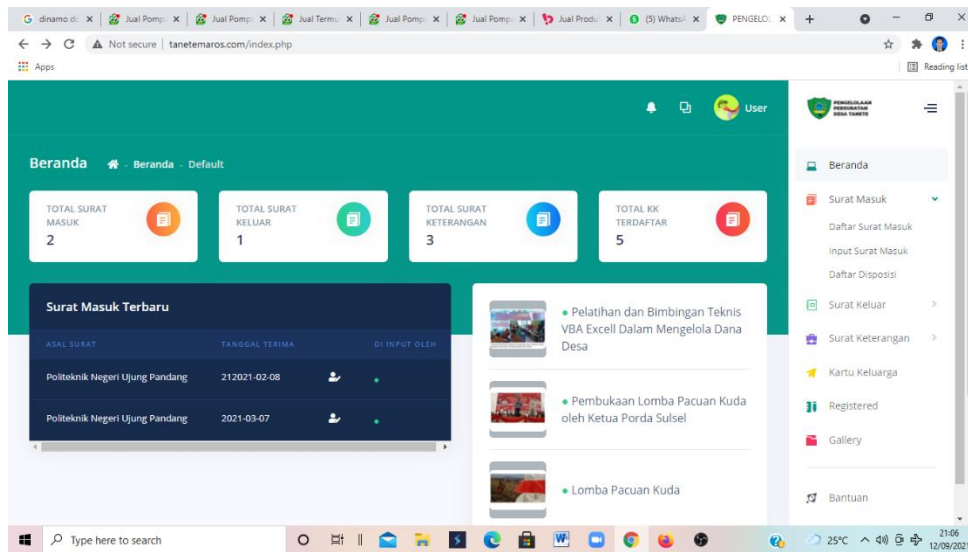


Figure 2. Incoming Mail Menu Display

In Figure 2. above is the incoming mail menu which consists of a list of incoming mail, input of incoming mail, and a list of dispositions. This incoming mail list menu has the same function as an agenda book to record incoming mail. In the Incoming mail list menu, there is information about incoming mail data received by the agency or company.

The incoming mail data entered into this application is the date of receipt, letter number, date of letter, origin of the letter, subject matter, brief contents, and options/details. For more details, the incoming mail menu which consists of incoming mail list, incoming mail input, and disposition list can be seen in the following figure sequentially. In addition, this application can also make it easier if one day information is needed from incoming mail because there is a search menu and only fills in keywords so that related mail information is quickly obtained. This application also provides a menu for the disposition of letters and also a menu for managing incoming letters, outgoing letters, certificates, menus for managing family cards, and menus for resident registration.

The population registration menu is a menu for villagers. Villagers who want to take care of various village certificates are required to fill out an application with various information needed in the process of obtaining a certificate by inputting data via a cellphone or laptop. For more details on community service registration and the results can be seen in the Figure 3:

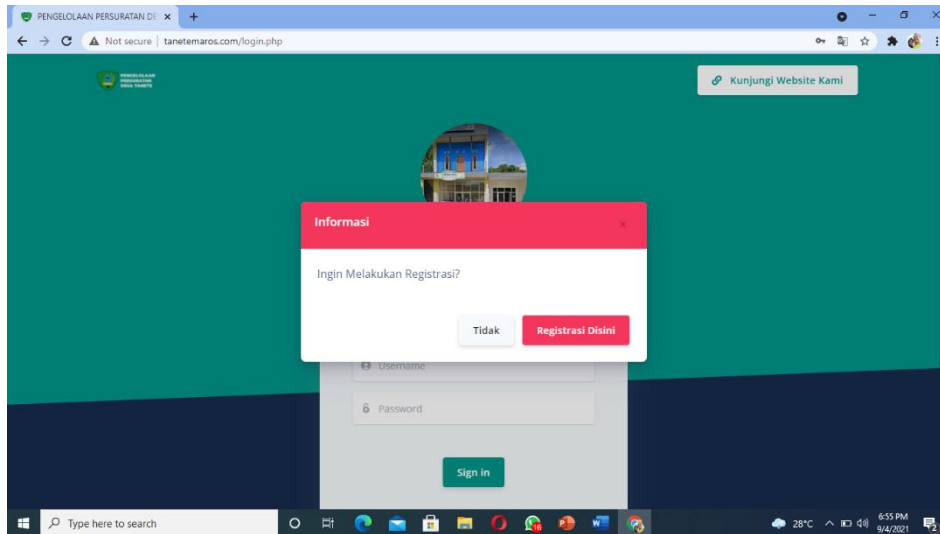


Figure 3.Registration Display for Community Service

Discussion

Socialization and training for village officials and villagers are very important to do so that the use of the web-based village administration service model can be carried out optimally. The Village Information System is an inseparable part of village development and rural area development (Pade, 2015). With the change in the village development paradigm, Village Information System has an important role. Therefore, it is necessary to develop an Village Information System in accordance with the vision of the Village Law, which is to make villages strong, independent, prosperous, and democratic. Therefore, Village Information System is specifically regulated in the Village Law through Article 86.

Based on the results of research that has been carried out, it shows that by doing a web-based village administration service model, it can facilitate various administrative activities for both village officials and village residents. It is effective in the use of time and energy.

Administrative services in Tanete Village, Simbang District, Maros Regency are still using the conventional system or manual system. People come to Tanete village to take care of or need various kinds of certificates such as death certificates, domicile change letters, business license certificates, certificates of incapacity and others. Many people are reluctant to come to the village office to take care of their needs due to the Covid-19 pandemic. To solve this problem, the solution offered is a web-based village administration service model in Tanete Village, Simbang District, Maros Regency.

CONCLUSION

The web-based village administration service model in Tanete Village, Simbang District, Maros Regency makes it easier for village officials (administrative staff, village heads and village secretaries) to provide information services to the community and for the benefit of the agency. This application is intended to facilitate village officials in providing village administrative services, especially services for various certificates needed by the community. With the existence

of web-based administrative services, it is hoped that there will be no longer hampered administrative implementation processes so that work activities in the village environment are quickly and accurately completed.

Based on the conclusions above, the researchers provide the following suggestions, there should be special employees who do the work of scanning archives/documents then uploading them into the village administration service application so that the implementation of administrative work runs in an organized manner, and should be given training on administrative services based on website to village officials so that work activities can be carried out more optimally.

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Undang-Undang Dasar 1945

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