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ABSTRAK

Pelaksanaan Administrasi Desa adalah sebagai wujud pemerintah pusat dalam mewujudkan pemerintahan yang baik dan tepat sasaran. Tipe penelitian yang digunakan dalam penelitian ini adalah tipe penelitian kualitatif dengan pendekatan deskriptif, Sumber data dalam penelitian kualitatif dibagi kedalam 2 macam sumber data, yaitu sumber data primer dan sumber data sekunder. Berdasarkan hasil penelitian bahwa kualitas kerja sekretaris desa saat ini sudah cukup maksimal, seperti kegiatan penatausahaan. Komunikasi yang dilakukan sekretaris desa dilakukan dengan komunikasi verbal dan non verbal. Ketepatan waktu kegiatan administrasi desa yang dilakukan oleh sekretaris desa dilakukan pada jam kerja. Kemampuan sekretaris desa dalam penataan administrasi desa sekretaris desa memiliki hambatan yaitu pendidikan yang kurang dan dibantu dengan jumlah pegawai kantor desa yang kurang. Inisiatif sekretaris desa ditunjukkan dengan menyiapkan setiap blanko kerja untuk kegiatan administrasi. Saran penelitian ini hendaknya sekretaris desa meningkatkan kualitas kerja dengan melakukan kegiatan kerja sesuai SOP yang tersedia agar kegiatan administrasi desa berjalan sesuai dengan aturannya.

Kata Kunci: Kinerja, Sekretaris Desa, Tata Kelola Administrasi Desa

**VILLAGE SECRETARY PERFORMANCE IN VILLAGE
ADMINISTRATION GOVERNANCE CASE STUDY IN BUNGLAI
VILLAGE, KEDATON DISTRICT, PENINJUAN RAYA IN 2024**

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ABSTRACT

The implementation of Village Administration is a form of central government in realizing good and targeted governance. The type of research used in this study is a qualitative research type with a descriptive approach. Data sources in qualitative research are divided into 2 types of data sources, namely primary data sources and secondary data sources. Based on the results of the study, the quality of the village secretary's work is currently quite optimal, such as administrative activities. Communication carried out by the village secretary is carried out with verbal and non-verbal communication. The punctuality of village administration activities carried out by the village secretary is carried out during working hours. The ability of the village secretary in organizing village administration, the village secretary has obstacles, namely lack of education and is assisted by the lack of village office employees. The village secretary's initiative is shown by preparing each work form for administrative activities. The suggestion of this study is that the village secretary should improve the quality of work by carrying out work activities according to the available SOP so that village administration activities run according to the rules.

Keywords: Performance, Village Secretary, Village Administration Governance