

Improving the Function of Goods User Administration Officials in Managing Local Assets at the Transportation Department of Gorontalo Province



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ABSTRACT: This study aims to determine the role of the Goods User Administration Officer in the Administration of Regional Property at the Gorontalo Provincial Transportation Office. The method used in this research is a qualitative method with data sources through interviews with informants including Goods Administration Officers, Goods Users, Goods Management Administrators, User Goods Administration Officers, User Goods Administrators, Academics who are considered to know the field of HR management and other source documents. The location of this research is the Gorontalo Province Transportation Office.

Based on the results of the study, it was found that there are factors that influence the not maximizing the role of goods user administration officials in the administration of regional property, including the lack of human resources who have competence in the administration and management of regional property, the position of goods user administration officials is concurrently held by structural officials, and the tendency of ASNs who consider the duties of goods user administration officials as additional work and not as main and important tasks. Based on these factors, to maximize the role or duties of goods user administration officials, ASNs must be appointed who do not hold structural positions and have the competence to understand and implement the rules and regulations for administration and management of regional property.

KEYWORDS: Optimization, Administration, Regional Property, Regulations, Competence

I. INTRODUCTION

In order to achieve accountable government management, improvements must be made in various elements. This can be seen from the government's seriousness in increasing professionalism in providing the best service with public information disclosure, including with ease to the public so that information can be easily accessed by the public according to the information needed.

In the current era of globalization, local governments have greater authority to manage their regional assets. Therefore, local governments are required to be able to manage regional assets in a professional, transparent, accountable, efficient and effective manner for the benefit of the community. Therefore, local governments must have a reliable management system to support the management of regional assets starting from the planning, management and implementation and supervision stages. To improve the performance of local governments in managing local assets, it is necessary to set performance indicators and performance standards for managing local assets (Rochmansjah, 2010).

The legal basis for the management of regional property, among others, is :

1. Law number 32 of 2004 concerning regional government
2. Government Regulation Number 27 of 2014 concerning Management of State/Regional Property as amended by Government Regulation Number 28 of 2020 concerning Management of State/Regional Property.
3. Regulation of the Minister of Home Affairs number 19 of 2016 concerning guidelines for the Management of Regional Property
4. Regulation of the Minister of Home Affairs number 47 of 2021 concerning procedures for the Implementation of Bookkeeping, Inventory and Reporting of Regional Property.
5. Gorontalo Province Regional Regulation Number 2 of 2022 concerning Regional Property Management.

In order to optimize the management of Regional Property effectively and efficiently, it is necessary to support the transparency policy of Regional Property management in the form of developing a reliable and comprehensive Management Information System. Asset management as stated in the Regulation of the Minister of Home Affairs Number 19 of 2016 concerning Guidelines for the Management of Regional Property is a series of activities for regional property which includes the stages of planning needs

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and budgeting, procurement, use, utilization, security, maintenance, valuation, alienation, destruction, elimination and implementation of bookkeeping, inventory and reporting, as well as guidance, supervision and control.

II. PAGE LAYOUT

Optimization

Optimization According to the Big Indonesian Dictionary (2012), Optimization is derived from the basic word optimal which means best, highest, most profitable, making the best, making the highest, optimizing mechanisms, procedures, optimizing (making the best, highest, and so on) so that optimization is an action, procedure or mechanism to make something (as a design, method, or conclusion) become more/fully excellent, functional, or more effective.

According to Machfud Sidik, optimization is an action / activity to improve and optimize. According to (Mohammad Nurul Huda, 2018) Optimization comes from the word optimal which means best or highest. The definition of optimization according to Poerdwadarminta (Ali, 2014) is the results achieved are in accordance with the wishes, so that optimization is the achievement of results as expected effectively and efficiently.

Optimization can be interpreted as a benchmark where all needs can be met from the activities carried out. According to Winardi (Ali, 2014) optimization is a benchmark that causes the achievement of goals when viewed from the point of view of effort.

Role

Role means something that is played or carried out. A role is defined as an activity that is performed or played by a person who has a position or social status in an organization. Role according to terminology is a set of behaviors that are desired to be held by those who are positioned in society. Role can also be interpreted as a person's activity or responsibility in carrying out an activity or job ". Role is defined as a set of behaviors that people who have a position in society want to have. Meanwhile, a role is an activity that can be played by a person in an event.

A role is an action carried out by a person or an institution / organization that has been regulated in a provision which is the function of the institution. From the type, the role consists of two kinds of roles, namely the expected role and the actual role. Role according to Koentjaraningrat, means the behavior of an individual who decides on a certain position, so that the concept of role points to the expected pattern of behavior of a person who has a certain status / position in an organization or system.

Goods Administration Officer User

Based on the Regulation of the Minister of Home Affairs Number 19 of 2016 concerning Guidelines for the Management of Regional Property, the User Goods Administration Officer is an official who carries out the administrative function of regional property at the Goods User.

The Goods User Administration Officer is appointed by the Governor on the proposal of the authorized and responsible goods user:

- a. Prepare proposals for regional property needs and budgeting plans for goods users;
- b. Conduct research on the proposed application for the determination of the status of use of goods obtained from the burden of the APBD and other legal acquisitions;
- c. Conducting research on the recording and inventory of regional property carried out by goods managers and/or assistant goods managers;
- d. Prepare proposals for the utilization and alienation of regional property in the form of land and/or buildings that do not require DPRD approval or regional property other than land and/or buildings;
- e. Make and prepare proposals for plans to transfer regional property in the form of land and/or buildings that are not used for the purposes of carrying out the duties and functions of goods users and are not being utilized by other parties;
- f. Make and compile proposals for destruction and deletion of regional property;
- g. Examining semesterly, and annual goods reports carried out by goods managers and / or assistant goods managers
- h. Approve the goods request letter (SPB) by issuing a goods distribution order (SPPB) to release regional property from the storage warehouse;
- i. Research and verify the Room Inventory Card (KIR) every semester and every year;
- j. Conduct verification as a basis for giving approval to changes in the physical condition of regional property;
- k. Conduct research on the monthly goods mutation report submitted by the user goods manager and/or assistant goods manager.

Administration

Administration of regional property as stated in the Regulation of the Minister of Home Affairs number 19 of 2016 concerning guidelines for the management of regional property in article 1 paragraph 47 is a series of activities which include bookkeeping, inventory and reporting of regional property in accordance with statutory provisions and regulations. Administration of regional

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property is carried out in order to provide the correctness of the asset data obtained and to determine the certainty of the number of assets, asset value, legal certainty and condition of regional property under its control.

Bookkeeping

Bookkeeping of regional property as stated in the Regulation of the Minister of Home Affairs number 47 of 2021 concerning procedures for the implementation of bookkeeping, inventory and reporting of regional property in article 1 paragraph 13 is the activity of registering and recording regional property in the list of goods in the power of goods users, goods users or goods managers according to the classification and codification of goods. The purpose and objective of this regional property bookkeeping is to determine the existence of regional property both in the control of goods users and in the control of goods managers. Goods Users or Goods Managers are required to record regional property into a list of regional property on the Goods Inventory Card (KIB) by adjusting the type and codification of goods. Goods Inventory Card (KIB) consists of :

1. Goods inventory card (KIB A) Land
2. Goods inventory card (KIB B) Equipment and Machinery
3. Goods inventory card (KIB C) of buildings and structures
4. Goods inventory card (KIB D) Roads, Irrigation and Networks
5. Other fixed assets inventory card (KIB E)
6. Goods inventory card (KIB F) Construction in progress

Inventory

Inventory of regional property as stated in the Regulation of the Minister of Home Affairs number 47 of 2021 concerning procedures for the implementation of bookkeeping, inventory and reporting of regional property in article 1 paragraph 14 is an activity to collect data, record and report the results of data collection of regional property. Through inventory activities, an inventory book will be compiled which contains all regional property in the inventory card of goods, both movable and immovable assets. This inventory book will contain information or data which includes the name of the item, item code, item register number, item specifications, material, origin / method of acquisition, item size / construction, unit, item condition, number of items and price, description.

The main objectives of conducting an inventory include the following:

1. To organize and maintain facilities and infrastructure owned by an agency or company.
2. To facilitate the implementation or control of the use of state / regional finances
3. To be taken into consideration for the procurement or maintenance of facilities and infrastructure
4. To help plan, distribute, maintain and store assets owned by the agency.
5. As a guideline for calculating material wealth (other than money)
6. Tools to speed up the process of making reports that will be submitted to superiors
7. To make it easier for companies/agencies to supervise and control facilities and infrastructure.
8. As a reference material in case of employee fraud or theft in the company/agency.
9. To check and control the entry and exit of goods. Including grant/gift items

Reporting

Reporting of regional property as stated in the Regulation of the Minister of Home Affairs number 47 of 2021 concerning procedures for the implementation of bookkeeping, inventory and reporting of regional property in article 1 paragraph 15 is a series of activities for preparing and submitting data and information carried out by assistant goods administrators, user goods administrators or manager goods administrators who carry out bookkeeping, inventory, BMD reporting.

The reporting of regional property as stated in the Minister of Home Affairs Regulation number 47 of 2021 in article 74, consists of:

1. Acquisition/receipt
2. Usage
3. Internal receipt of goods users
4. External expenditures of goods users
5. Utilization of
6. Reclassification
7. Correction
8. Depreciation or amortization
9. Supplies
10. Security and
11. Deletion

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III. RESEARCH METHODS

The method used in this research is descriptive qualitative method, where in this research the researcher must describe an object, phenomenon, or social setting that will be poured in narrative writing, where the writing of data and facts collected or collected is in the form of sentences or pictures. The purpose of the qualitative research method is to explain a reality in detail and is done by combining data as detailed as possible. Qualitative methods prioritize monitoring reality and examine the substance of reality.

IV. RESEARCH RESULTS

Based on the results of research conducted in the field, the researchers found several findings regarding the data that the researchers needed. In the research that researchers conducted on the role of goods user administration officials in administering regional property at the Gorontalo Province Transportation Office, where the position was concurrently held by the Head of the General and Personnel Subdivision who had so many main tasks that the duties as goods user administration officials could not be carried out optimally.

This research gets data sources from interviews with informants who are considered to know the objectives of this research including:

1. Goods Administration Officer
2. Goods User
3. Goods Manager
4. Goods User Administration Officer
5. User Goods Manager
6. Academics

Based on the results of the researcher's interview with the informant above, the researcher can interpret that the factors that influence the non-optimal role of the Goods User Administration Officer in administering regional property include the following:

1. Lack of Human Resources (ASN) within the Regional Apparatus Organization that has competence in administration and management of regional property.
2. The position of Goods User Administration Officer is concurrently held by a structural official (Head of General and Personnel Subdivision) where the structural position has so many tasks, both staffing duties and other general duties.
3. In carrying out the duties of the Goods User Administration Officer, there is still a tendency for ASNs to consider the duties of the Goods User Administration Officer as additional work and not the main and important tasks.

V. CONCLUSIONS

The duties of the Goods User Administration Officer in administering regional property based on Regulation of the Minister of Home Affairs number 19 of 2016

1. Conduct research on the recording and inputting of regional property into the Regional Property Management Information System (SIMDA BMD) application carried out by user goods administrators;
2. Conduct research on the inventory of regional property carried out by the user's goods manager as well as conduct verification as a basis for giving approval to changes in the condition of regional property;
3. Research and verify room inventory cards (KIR) every semester and every year.
4. Examining regional property reports both monthly, quarterly, semester and annual reports carried out by user goods administrators;
5. Examining the monthly goods mutation report submitted by the user's goods manager and/or assistant goods manager.

ADVICE

1. Goods users urgently need to improve communication with goods user administration officials and goods user administrators through regular meetings, delivery of clear information and providing appropriate direction in order to optimize the management and administration of regional property;
2. The need for regular training and orientation to improve the knowledge and understanding of goods user administration officials about the procedures and procedures for accounting, inventorying and reporting of regional property;
3. There needs to be an effective reporting mechanism submitted by the goods user administration official to report changes, damage or discrepancies between the use of goods and bookkeeping data to the goods user.
4. Goods users need to provide more intensive guidance and supervision to goods user administration officials to ensure efficient use and good management of regional property.
5. To optimize the role of the goods user administration officer in the future, the position of goods user administration officer must be held by functional officials so that they are more focused on carrying out the administration of regional property

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