

ABSTRACT

The Sumedang Regency Government Office is a government center and is the Regent's Office located on Jl. Prabu Gajah Agung No.19, Situ District, North Sumedang, Sumedang Regency, West Java 45621. In this building, which has an area of 7,883m² and has 3 floors, there are 193 employees including 3 assistants, one of whom is a general administration assistant in charge of 4 Other sections are General Section, Organization Section, Leadership Protocol & Communication Section, Planning & Finance Section. The Sumedang Regency Government Office has implemented SPBE (Electronic Based Government System) where in this implementation the employee work system is currently changing from using paper to using conventional (digital) media. This change needs to be accommodated because the activities, needs and ways of working of employees are changing, from These changes lead to employee behavior that requires better collaboration and communication, increasing transparency and accountability, requiring adaptation to technology. Apart from that, the implementation of SPBE at the Sumedang Regency Government Office must be adjusted to the cultural values of the Sumedang Regency Government Office, namely: Transparency, Responsibility and Effectiveness. The aim of this project is to redesign the General Administration Assistant for the Sumedang Regency Government Office by considering the application of SPBE, office cultural values and changes in employee behavior into a design.

Keywords: Office, Government, General Administration.