

# Strategies to improve the efficiency of administrative management in public institutions

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**Abstract:** Public institutions are an important part of our country's social management and public service, assumes the important responsibility of the social service, plays a pivotal role in the promotion of economic development, maintenance of social stability, etc. With the rapid development of the society, the public institutions should also keep pace with The Times, and constantly improve the efficiency of administrative management, in order to better serve the public, serve the society. Based on this, on the basis of analyzing the existing problems in the administrative work of public institutions, the article explores actively how to improve the efficiency of the administrative work of public institutions.

**Key words:** public institution; Administrative management; Reform strategy

**Introduction:** With the rapid development of our economy and the gradual maturation of the market economy system, the development of Chinese institutions also gradually enters the marketization operating mode. Under the new situation, only by constantly improving the efficiency and quality of administrative management can the public institutions break through the bondage of the system, achieve healthy development and constantly improve the market competitiveness. Administrative work is the core of the work of public institutions, to promote the reform of administrative work, improve the efficiency of administrative work, can make the work of public institutions burst out new vitality, promote the smooth operation of other work.

## 1. The problem of the administrative management of institutions

### (1) Outdated administrative management concepts

On the one hand, for a long time, the administrative departments of some institutions have been used to the traditional working mode, some staff are old-fashioned, the working concept is relatively backward, but with the development of economy, social progress, this traditional administrative management mode obviously has been unable to adapt to the development of The Times, resulting in low efficiency of administrative management; On the other hand, some institutions administrative departments function positioning is not clear, division of labor is not clear, leading to part of the work repeated, part of the work no one to do, and even some personnel fishing in troubled waters, abuse of power, leading to the lack of public trust in institutions, service level has not been improved.

### (2) The work process is too complicated

With the continuous progress of society, the functions of public institutions are becoming more perfect, and the internal division of labor is becoming more and more complex, so is the administrative work. But in view of the increasingly complex administrative work content, some institutions have not formed a set of more effective work flow, resulting in low work efficiency. The more complex the work situation is, the more a set of streamlined work flow is needed. However, in view of the current situation of the administrative work of some institutions, there is still a widespread problem of redundant work processes. Sometimes obviously it is very simple and basic work or affairs, which need to be reported step by step. It takes a lot of time and energy to upload and transmit, and even many times it can not be effectively solved. In addition, this kind of gradual approval mode is easy to upload information omission or deviation in the process, leading to decision-making errors or errors in execution, hindering the sound development of institutions.

### (3) The tendency of administration is serious

In order to better serve social development, the state has endowed some public institutions with some basic government functions, which are under the command of government departments. Their nature and role orientation determine the government's leadership. In the long run, some public institutions will become the appendages of government departments, and the tendency of administration will become more serious.

### (4) The internal economic management system is loose

Because public institutions are not profit-making organizations, the internal financial management of public institutions is mostly loose. For example, the supervision and management of fixed assets have not been fully implemented, without effective supervision and management of fixed assets, it is difficult to make reasonable and effective use of these fixed assets. Due to the incomplete internal control system, it is often over standard business entertainment expenses, and the economic management system and regulations of public institutions have no special and clear subdetails on the expenditure. There is a very common phenomenon is disorderly spending, in the expense reimbursement application, reimbursement amount is filled in at will, the relevant management personnel is as long as the application to be reimbursed, will not seriously verify the authenticity of the reimbursement application. Because the accounts are not clear and other problems, for the cost of the ring of the lack of planning and pertinence, in the process of administrative reform, when the economic problems, the use of the relevant funds to trace it is very difficult.

### (5) The supervision system is not perfect

Due to the imperfect supervision system, public institutions tend to relax their vigilance in the process of promoting administrative

reform, resulting in problems in some links. Also because the supervision system is not perfect, the relevant staff lack the awareness of strict implementation of the relevant specific work, so that the non-standard phenomenon emerge endlessly. At the same time, the relevant staff lack of crisis awareness, can not deeply understand the small mistakes caused by the big impact, even will ignore the mistake. If the internal supervision system of public institutions is not perfect, the efficiency of all work including the administrative work will be greatly reduced, which is not conducive to the promotion of the administrative reform of public institutions.

## **2. Based on the perspective of public management of public institutions administrative management reform strategy**

### (1) Clarify the objectives of administrative reform

In the new era, society is making continuous progress and the situation is changing with each passing day. In this context, the administrative work of public institutions should first clarify their own work objectives. In order to promote the sustainable and healthy development of public institutions, the relevant government departments should further clarify the functional scope of public institutions, and according to the social development situation, timely adjust its functional scope, optimize its operating mechanism, standardize various rules and management systems, improve its modern management level, so as to better adapt to the development needs of the socialist market economic system. The relevant staff should clearly position the goal of administrative work, deeply understand the spirit of reform of the administrative work of public institutions under the new situation, take the goal as the work orientation, actively practice innovative working methods, and promote the institutional administrative work system innovation.

### (2) Clarify the ideas of administrative reform

In the process of reforming the administrative management of public institutions, first of all, it is necessary to have a clear idea of reform, ensure that it is consistent with the ideological line and overall goal of the socialist market economy, and realize its own role in the socialist market economy system. In the reform process of the internal administrative work of public institutions, it should be a clear idea, to adjust the management norms, in order to enhance the scientific and effective administrative management system. In short, entering the new period, the administrative work of public institutions want to improve their own efficiency, on the basis of accurately positioning their own social role, clear ideas of administrative reform, standardize the content of administrative reform, improve the quality of administrative work.

### (3) Classified reform

To promote the reform of administrative management is a proposition of The Times put forward by social development for the reform of public institutions, and an important means for public institutions to improve the efficiency of administrative management and better serve the society. The so-called classification reform refers to the scientific classification of institutions according to their different nature, and the formulation of targeted reform measures for them to promote the industrialization of institutions. At present, the public institutions in our country can be divided into two types: the public institutions that undertake the basic functions of the government and the institutions that undertake public affairs and provide social services. Although the nature is different, but their fundamental purpose is to serve the society and create social benefits. In the process of reform of its administrative work, according to the specific conditions of different types of institutions, we should formulate scientific and targeted reform plans for them, optimize administrative measures and improve work efficiency.

### (4) To establish and improve the incentive mechanism

In recent years, in order to further standardize the administrative management of public institutions, the state has issued a series of policies and regulations, including "Regulations on Personnel Management of public institutions", "Regulations on the Management of leading Personnel of public institutions", "Regulations on the assessment of public institutions staff" and so on. In the reform process of the institution's administrative management work, should according to the above relevant regulations and provisions, improve the administrative management system, standardize the administrative work flow, establish an internal incentive mechanism, create a healthy and harmonious, fair and just working environment, stimulate the work enthusiasm of each post, so as to improve the efficiency of administrative work. The key to the effective implementation of the incentive mechanism lies in the fairness and specificity of the assessment standards. Therefore, in the formulation of various incentive policies, we should refine the assessment standards to ensure that each clause is clear and feasible, and reward the staff with outstanding performance through various forms of reward, in order to fully drive the enthusiasm of the staff. Make it into their own work in a fuller state of mind.

### 5. Define social subjects and social activities

In the process of providing public services, public institutions often assume part of the basic government functions and exert certain influence on social subjects. Therefore, it is necessary to improve the management system of public institutions, so as to standardize their exercise of government functions, ensure the openness and transparency of power exercise, and avoid the problem of black-box operation. In addition, in the administrative work of public institutions, it is necessary to clarify the subject of social service, safeguard the subjectivity of the social public, and ensure that the administrative work can effectively play its due role.

### (6) Strengthen the construction of administrative personnel

In order to improve the efficiency of the administrative work of public institutions, strengthening the construction of the administrative team is also a crucial link. To build a well-equipped, consummate business, fine style of administrative management team, in promoting the standardization of administrative management work, professional development, has a positive role in promoting. The construction of the

administrative team in public institutions can be started from the following points: First, improve the personnel management mechanism and optimize the team structure. Under the new situation, public institutions should break the traditional employment mechanism, and actively introduce administrative talents with exquisite business and fine style. At the same time, they should further improve the operation value of power and responsibility, and ensure the unity of responsibility and power. Secondly, improve the quality of administrative personnel. On the one hand, the administrative department should strive to excavate experienced and strong professional administrative personnel, and through business exchanges, professional training and other ways, constantly improve the administrative personnel's business ability, professional level, service consciousness; On the other hand, the administrative department should strengthen the business training, build a platform for the administrative personnel, promote the continuous improvement of their professional ability, at the same time, build a hierarchical talent training system, for the grass-roots staff, should strengthen the work attitude, service awareness and other aspects of education and training; For technical talents, it is necessary to pay attention to the training of business skills; And for management cadres, should pay attention to strengthen the management ability to improve, executive ability construction and other aspects of training.

#### 7. Transforming the functions of administration

In the context of changing economic ecological environment, the reform of administrative management in Chinese institutions is in a critical period. In particular, with the advent of the network times, the values and self-positioning of the administrative staff of some institutions have been quietly changed. The guidance of employees' thoughts, responsibilities, ideals and beliefs was mostly carried out through ideological education, communication, education and publicity in the past. However, in the current situation of increasingly diversified social trends of thought, the effect of these traditional team building methods is also greatly reduced. This requires the administrative work of public institutions to change the thinking of work, the concentration of positive energy, guide employees to realize personal value, establish the core values of the unit as the focus of work, in order to promote the cultural construction of the unit, enrich the cultural connotation of the unit. In this process, public institutions should strengthen the construction of system culture, value leading construction, ideological and cultural construction, behavioral culture construction and other aspects, step by step to establish a good unit culture, promote the cadres and employees of public institutions can in the positive and healthy cultural connotation of edification, infiltration, establish the concept of integration of people and enterprises, enhance team cohesion. At the same time, the public institution logistics party workers, young women work department should also give full play to their own role, actively organize, carry out a variety of rich connotation, forms of cultural and sports activities, in order to constantly enrich the staff's part-time life, enhance the staff sense of belonging and centripetal force.

### 3. Conclusion

In conclusion, in the reform process of public institutions, administrative management plays a vital role. In this regard, public institutions should deepen the reform of administrative work, improve the efficiency and quality of administrative work, and promote the sustainable and healthy development of public institutions by clarifying the objectives and ideas of administrative reform, implementing classified reform, establishing and improving the incentive mechanism, strengthening the construction of administrative team, transforming the functions of administrative work and so on.

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