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MUNICIPAL ADMINISTRATIVE SERVICES AS SPECIFIC ACTIVITY OF LOCAL SELF-GOVERNMENT BODIES

Reforming process of local self-government that takes place in Ukraine is aimed to create and maintain favorable living environment for citizens, to protect citizens' rights, to exercise their interests, and, to provide high-quality services in order to refer them to the customers. Municipal services became the essential part of public services and basic element of all municipal activities. Municipal services form the basis for social and economic relations between the residents of communities.

Among municipal services the special place belongs to the administrative services because they cannot be delivered by representatives of private sector. And, the residents of community could assess the effectiveness of local self-government work based on quality of public service in general, and based on level of professionalism of every employee. Researches in the field of municipal service are maintained in different directions. However there is not enough attention given to investigation of the concept of "municipal administrative services". Legal documents do not contain definition in this particular area.

This leads to confusion in the work of local self-government bodies and worsening the quality of public service. That is why this topic requires detailed investigation.

The purpose of this article is to disclose the nature of municipal administrative services and to determine their characteristics or features for further using the formation of proposals on improvement of local self-government work. In the article the theoretical achievements of the conceptions "service", "public service", "municipality", "municipal services" and "administrative services" have been examined. The author mentioned that Ukrainian legislation does not contain clear definitions of these terms. It was considered the interpretation of the

conception "service" in various sources, from economic point of view, in particular. The author writes that approaches to serve citizens have been taken from market economy area. Also, in the article there were given the most common definitions of public services and identified the most important component - municipal services.

It was found out that conception "municipal services" was widely used in the scientific sources as well as in information materials of public authorities, but still there was not definite interpretation of this conception in Ukraine. Moreover, Ukrainian legislation has not fixed the conception of "municipalities" or "municipal units" yet. Thus, based on theoretical achievements, author proposed to determine the conceptions of "municipalities" and "municipal services". In the article have been presented different types of municipal services, in particular, "administrative services". It was indicated that despite of existed standardized definitions of these services, local governments may not always accurately to analyze their activities and to identify the group of functions they could classify to such kind of services.

And, this leads to the situation when the authorities abolish the Law that regulates organization of these services delivering.

According to the legal definition of administrative services, the author clarified and described their main features. It was pointed about the necessity to consider them in order to prevent possible violations. While analyzing the legal definition of administrative service, the determination that mentioned definition does not fully cover the activities of public authorities has been given and noted to be improved. In the article it is observed that the reform of decentralization involves the transfer of a large part of powers to local authorities' – to village, town and city councils (municipalities). These prospects are determined as very important ones and have direct impact on the results of given research.

Following the generalized theoretical achievements about the nature of the conceptions "service", "public service", "municipal service", "administrative

services", etc., the author proposed the definition of "municipal administrative service" and outlines the directions for further research in this area.