

**EMPLOYEMENT OPPORTUNITY**

**Moore County Library System** is currently accepting applications for position of **Children** **Librarian** at **Killgore Memorial Library** in Dumas. Applications can be obtained from any Moore County Library in Dumas, Sunray or Cactus. Completed applications must be submitted to the Killgore Memorial Library at 124 S. Bliss Ave., Dumas, TX.

Requirements

* Must be a United States Citizen
* Must have a high school diploma or G.E.D. equivalent
* Must be able to read, write and understand English
* Must have access to dependable transportation

Skills

* Good customer service and excellent phone etiquette
* Computer knowledge of Microsoft Office programs, including Word and Excel
* Dependable, detail oriented and confidential with patron information
* Count money and make change
* Work well with others and the public
* Creative, friendly, outgoing and able to speak in front of large groups of children and adults
* Self-motivated and able to multi-task

Job Duties

* Research, plan, prepare and present programs, special events, school tours
* Ordering, processing and shelving books
* Help at the circulation desk by answering reference questions, helping patrons find the materials they need, issuing library cards, etc.
* Willingness to learn new duties
* Must we able to solicit donations for programs and prizes
* Decorate the children’s section

Physical Requirements

* Standing, walking, bending and squatting
* Lifting no more than 50 pounds
* Able to shelve overhead and on lower shelves

**Applications will be accepted at Killgore Memorial Library through Friday, August 1, 2025.**