



## EMPLOYMENT OPPORTUNITY

**Moore County Library System** is currently accepting applications for position of **Circulation 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 and outgoing
- Self-motivated and able to multi-task

### Job Duties

- Run the circulation desk by answering phones, reference questions, helping patrons find the materials they need, issuing library cards, checking out and discharging items, etc.
- Maintain daily and monthly reports for overdue items and fines
- Willingness to learn new duties

### 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, June 26, 2026.**