

Job Title: Printed Circuit Board CAD Librarian

Location: Nashua, NH

Basic Function:

Responsible for the development, and management of, CAD component footprint and symbol library databases used to support the Freedom CAD printed circuit board design and layout environment.

Responsibilities:

- Librarian Team Leader – reports to the Design Services Manager
- Distribute and coordinate work to team members
- Ability to name, create, maintain, check, and coordinate component footprints and schematic symbol library databases
- Ability to create, from engineering inputs, board mechanical profiles, board fabrication stackups, schematic symbols, fabrication and assembly drawings, assembly notes, etc., preferable for Cadence and Mentor Graphics tool sets.
- Customer input processing and design database setup.
- Basic Schematics knowledge– Concept (preferred), Orcad, Mentor Graphics
- Load and debug Netlists (Orcad, Concept, and 3rd party)
- Pre-Place components into Allegro Board files
- Generate library reports weekly/month-end for customers and Operations
- Archive closed jobs, copy to CD's, update master spreadsheet
- Retrieve archived jobs for respins
- Participation in Developmental tools and process related testing

Skills:

- Basic computer literacy with PC/NT/Windows-based applications:
 - Microsoft EXCEL, Microsoft Word, notepad
 - Ability to write simple script files.
- Ability to use fundamental concepts of plane & solid geometry, and trigonometry
- Basic understanding of geometric dimensioning and tolerancing
- Demonstrated aptitude for mechanical design and understanding of spatial relationships.
- Ability to interface with Customers, Designers and Engineers as well as downstream support including internal and external vendors for fabrication, assembly and test.
- Ability to adapt to changing customer requirements
- Internet savvy with search engines
- Ability to understand and interpret manufacturer's part number systems and data sheets
- Excellent verbal and written communications skills. Must be able to write technical reports and business communications clearly.
- Self-motivated
- Detail oriented, organized
- Good interpersonal skills
- Positive team player
- Problem solver/solution driven

Education/Training:

Degree: High School Diploma is a minimum, AS degree is preferred

Experience:

- 3 to 5 years of CAD Library management
- 2 years of diversified CAD-based circuit board design experience is a plus
Multiple tools – Cadence preferred, MENTOR BoardStation, Expedition, OrCad, and PADS a plus
- 1 year of recent full-time experience on the appropriate CAD system, Allegro preferred
- Familiar with Industry Design Standards – ANSI, IPC, ITAR